

Subcontractor Protocol Reminder

Date: [Insert Date]

To: [Subcontractor's Name]

[Subcontractor's Address]

Dear [Subcontractor's Name],

This letter serves as a friendly reminder regarding the subcontractor protocols we discussed during our last meeting. Adhering to these protocols is essential for the smooth operation of our project and to ensure compliance with all applicable regulations.

Please review the following key points:

- Ensure timely submission of all required documentation.
- Maintain safety standards as outlined in the contract.
- Communicate any delays or issues promptly.
- Submit invoices in accordance with the agreed-upon schedule.

Your attention to these points is greatly appreciated. If you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]