

Subcontractor Schedule Alignment

Date: [Insert Date]

To: [Subcontractor's Name]
[Subcontractor's Company]
[Address]
[City, State, Zip Code]

Dear [Subcontractor's Name],

We are writing to discuss the alignment of our project schedules to ensure smooth collaboration and timely completion. As we progress on the [Project Name], it is crucial that we synchronize our timelines to avoid any delays.

Attached is the updated schedule for our project. We kindly request you to review it and provide us with your availability and any concerns you may have by [Response Deadline Date].

Please let us know if a meeting is necessary to discuss any specifics. We appreciate your cooperation and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]