

Date: [Insert Date]

[Subcontractor Name]

[Subcontractor Address]

[City, State, Zip Code]

Dear [Subcontractor Name],

Subject: Subcontractor Performance Improvement Strategy

We appreciate your ongoing collaboration on the [Project Name]. However, we have identified some performance gaps that need to be addressed to ensure the successful completion of our shared objectives.

To that end, we propose the following performance improvement strategy:

1. **Clear Objectives:** Establish measurable goals for quality, timeliness, and efficiency.
2. **Regular Assessments:** Schedule bi-weekly meetings to review progress and challenges.
3. **Training & Support:** Offer additional training resources for your team if needed.
4. **Feedback Loop:** Implement a system for providing constructive feedback from both parties.
5. **Incentives:** Introduce performance incentives for meeting or exceeding the agreed-upon goals.

We believe these steps will help enhance performance and foster a stronger working relationship. Please let us know your thoughts on this strategy, and we look forward to your prompt feedback.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]