

Subcontractor Quality Feedback

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Subject: Quality Feedback and Required Action

Dear [Subcontractor Name],

We would like to take this opportunity to provide feedback regarding the quality of work delivered on [Project Name/Description]. We appreciate your efforts; however, we have identified some areas that require immediate attention and improvement.

Feedback Summary:

- Issue 1: [Brief description of the issue]
- Issue 2: [Brief description of the issue]
- Issue 3: [Brief description of the issue]

Required Actions:

1. Action 1: [Specific action to be taken]
2. Action 2: [Specific action to be taken]
3. Action 3: [Specific action to be taken]

We request that you address these issues by [insert deadline] and provide us with a response outlining the corrective actions you intend to implement.

Thank you for your attention to this matter. We look forward to your prompt response and continued collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]