

Subcontractor Review and Recommendations

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this letter finds you well. As part of our ongoing evaluation process, I have reviewed the performance and capabilities of [Subcontractor's Name] over the past [duration] on the [Project Name] project.

Review Summary

[Subcontractor's Name] has demonstrated strengths in the following areas:

- Quality of Work
- Timeliness of Deliverables
- Communication Skills

Recommendations

Based on the evaluation, the following recommendations are made:

- Continue partnership for future projects.
- Provide additional training on [specific area].
- Implement a more structured communication plan.

Thank you for considering this review. Should you have any questions or require further details, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]