

Subcontractor Work Quality Review

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Subject: Work Quality Review

Dear [Subcontractor Name],

We hope this message finds you well. As part of our commitment to maintaining high standards in our projects, we have conducted a review of the work completed by your team for [Project Name/Description].

Overall, we would like to commend your team for [specific strengths observed]. However, we have identified some areas that require attention:

- [Area for Improvement 1]
- [Area for Improvement 2]
- [Area for Improvement 3]

We would appreciate your feedback on these observations and your plans for addressing them. It is crucial for the continuity of our partnership to ensure that all work meets our quality standards.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]