

Contractor Job Site Inspection Request

Date: [Insert Date]

To: [Subcontractor's Name]

Company: [Subcontractor's Company Name]

Address: [Subcontractor's Address]

City, State, Zip: [Subcontractor's City, State, Zip]

Dear [Subcontractor's Name],

We are writing to formally request a job site inspection to review the performance of your team on the [Project Name] at [Project Location]. This inspection is a crucial part of our ongoing performance review process, and your cooperation is greatly appreciated.

Please confirm your availability for the inspection on [Proposed Date and Time]. If this does not work for your schedule, kindly suggest alternative dates and times.

During the inspection, we will assess the following areas:

- Quality of Work
- Safety Compliance
- Work Schedule Adherence
- Communication and Coordination

We look forward to your prompt response to this request and appreciate your continued commitment to excellence.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]