

# Evaluation of Contractor Work Quality

Date: [Insert Date]

To,

[Contractor's Name]

[Contractor's Address]

Dear [Contractor's Name],

Subject: Evaluation of Work Quality

We are writing to formally evaluate the quality of work performed by [Contractor's Company Name] during the [Project Name], which commenced on [Start Date] and concluded on [End Date].

Upon thorough inspection and review, we would like to highlight the following areas:

- **Workmanship:** [Comments on overall craftsmanship]
- **Timeliness:** [Comments on project deadlines met or missed]
- **Communication:** [Comments on responsiveness and communication]
- **Compliance:** [Comments on adherence to safety and regulatory standards]

Overall, we appreciate the effort and dedication put forth by your team. However, we believe there is room for improvement in the following aspects:

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

We encourage continued collaboration and hope to see enhancements in future projects. Please feel free to reach out to discuss this evaluation further.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]