

Contractor Baseline Schedule Compliance Check

Date: [Insert Date]

To: [Contractor's Name]

Address: [Contractor's Address]

Subject: Compliance Check on Baseline Schedule

Dear [Contractor's Name],

We hope this message finds you well. This letter serves as a formal notification regarding the compliance check of the baseline schedule submitted for the [Project Name].

Upon review of your schedule, we have noted the following points:

- Adherence to the critical path activities.
- Updates on deliverable timelines.
- Compliance with the project milestones.

We kindly request you to provide an update on the current status of each activity as per the baseline schedule. Please ensure that any variations or delays are documented with proper justification.

We appreciate your cooperation and look forward to your prompt response by [Insert Deadline].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]