

Construction Project Performance Feedback

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to provide you with feedback regarding the performance of [project name] undertaken from [start date] to [end date]. Overall, our experience has been [positive/negative/mixed].

Strengths:

- Quality of Work: [Describe quality]
- Timeliness: [Describe adherence to schedule]
- Communication: [Describe effectiveness of communication]

Areas for Improvement:

- Budget Management: [Describe budget-related concerns]
- Site Safety: [Describe safety issues if any]
- Responsiveness: [Describe issues in responsiveness]

We appreciate the efforts of your team and encourage continued improvements in the areas mentioned above. We look forward to your response and any actions you will take to address this feedback.

Thank you for your collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]