

[Your Company Letterhead]

[Date]

[Subcontractor's Name]

[Subcontractor's Address]

[City, State, Zip Code]

Subject: Subcontractor Agreement

Dear [Subcontractor's Name],

This letter serves as a formal subcontractor agreement between [Your Company Name] and [Subcontractor's Name] regarding [describe the project or work to be performed].

1. **\*\*Scope of Work\*\***

[Describe the specific services or tasks the subcontractor will perform.]

2. **\*\*Compensation\*\***

[Outline the payment terms, including the total amount, payment schedule, and any conditions.]

3. **\*\*Timeline\*\***

[Specify the start date, completion date, and any major milestones.]

4. **\*\*Responsibilities\*\***

[List the responsibilities of both parties, including compliance with safety regulations, permitting, etc.]

5. **\*\*Termination Clause\*\***

[Explain the conditions under which this agreement can be terminated by either party.]

6. **\*\*Confidentiality\*\***

[Include any confidentiality clauses, if applicable.]

Please sign below to confirm your acceptance of the terms outlined in this agreement.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

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[Subcontractor's Signature]

[Date]

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[Your Company's Signature]

[Date]