

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Subcontractor's Name]
[Subcontractor's Company Name]
[Subcontractor's Address]
[City, State, Zip Code]
Dear [Subcontractor's Name],
Subject: [Subject of the Letter]
I hope this letter finds you well.
[Introduction: Briefly state the purpose of the letter and any relevant background information.]
[Body: Provide details about the project or work to be subcontracted, including specific tasks, deadlines, and any other necessary information.]
[Additional Information: Mention any important terms, conditions, or expectations regarding the subcontracting arrangement.]
[Closing: Express appreciation for their cooperation and express anticipation for a successful collaboration.]
Thank you for your attention to this matter. Please feel free to reach out if you have any questions or require further clarification.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Typed Name]
[Your Job Title]
[Your Company Name]