

[Your Name]
[Your Title]
[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],

I hope this letter finds you well.

We are pleased to inform you that [Your Company Name] is interested in hiring you as a subcontractor for [Project Name/Description]. Your expertise in [Subcontractor's Specialty] stands out, and we believe that you would be a valuable asset to our team.

The scope of work includes:

- [Task 1]
- [Task 2]
- [Task 3]

We anticipate the project starting on [Start Date] and lasting until [End Date]. Our budget for your services is [Budget Amount].

Please review the attached documents that outline the project details and terms. We kindly ask you to confirm your availability and willingness to engage in this collaboration by [Response Deadline].

Should you have any questions, feel free to contact me at [Your Phone Number] or [Your Email Address].

We look forward to the possibility of working together.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]