

[Your Company Letterhead]

[Your Company Name]

[Your 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: Outline of Subcontractor Obligations

We are pleased to engage you as a subcontractor for [Project Name]. This letter outlines your obligations and responsibilities as outlined in our agreement.

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

- Detailed description of tasks and deliverables.

2. **\*\*Timeline\*\***

- Specific deadlines for each phase of work.

3. **\*\*Quality Standards\*\***

- Expectations regarding the quality of work and adherence to industry standards.

4. **\*\*Communication\*\***

- Frequency of updates and preferred methods of communication.

5. **\*\*Compliance\*\***

- Adherence to all relevant laws and regulations.

6. **\*\*Payment Terms\*\***

- Schedule for payments and invoicing procedures.

Please acknowledge your understanding and acceptance of these obligations by signing and returning a copy of this letter.

We look forward to a successful partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Signature]

-----  
Acknowledged and Accepted:

[Subcontractor's Name]

[Subcontractor's Company Name]

[Signature]

[Date]