

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company Name]  
[Recipient's Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Proposal for Subcontracting Services

I hope this message finds you well. I am writing to formally submit our proposal to serve as a subcontractor for [Project Name/Description].

At [Your Company Name], we specialize in [briefly describe your services and expertise relevant to the project]. With our proven track record in [mention any previous relevant projects or experience], we are confident in our ability to contribute effectively to the success of [Recipient's Company/Project Name].

Details of Our Proposal:

1. **\*\*Scope of Work\*\***: [Outline the work you propose to undertake]
2. **\*\*Timeline\*\***: [Provide estimated start and completion dates]
3. **\*\*Pricing\*\***: [Outline the proposed budget or pricing structure]
4. **\*\*Key Personnel\*\***: [Introduce team members who will be involved]

We believe that our collaboration could greatly enhance the project's success, and we are eager to discuss this further. Please feel free to reach out to schedule a meeting or if you have any questions regarding our proposal.

Thank you for considering [Your Company Name] as a potential partner. We look forward to the opportunity to work together.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]