

[Your Company Letterhead]

[Date]

[Subcontractor's Name]

[Subcontractor's Company Name]

[Subcontractor's Address]

[City, State, Zip Code]

Dear [Subcontractor's Name],

Subject: [Subject Line]

I hope this message finds you well.

[Introduction: Briefly introduce the purpose of the letter.]

[Body: Include any necessary information, instructions, or requests related to the subcontractor's work. Be clear and concise.]

[Closing: Summarize any action items or next steps that need to be taken.]

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]