

[Your Company Letterhead]

[Date]

[Subcontractor's Name]

[Subcontractor's Company]

[Subcontractor's Address]

[City, State, Zip Code]

Dear [Subcontractor's Name],

Subject: [Subject of the Letter]

I hope this message finds you well.

[Opening paragraph: Briefly introduce the purpose of the letter. Mention any previous correspondence or meetings if applicable.]

[Body of the letter: Provide detailed information or instructions related to the subcontractor's work. This may include project updates, changes in scope, timelines, or any other relevant information.]

[Closing paragraph: Summarize the main points and express any requests, requirements, or next steps. Offer assistance if needed.]

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]