

[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],

Re: Subcontractor Agreement for [Project Name]

We are pleased to inform you that [Your Company Name] has selected [Subcontractor's Company Name] as a subcontractor for the [Project Name] located at [Project Address].

Scope of Work:

- [Briefly outline the work to be performed by the subcontractor]

Timeline:

- Start Date: [Start Date]
- Completion Date: [Completion Date]

Payment Terms:

- Total Contract Amount: [Amount]
- Payment Schedule: [Outline payment terms]

Please review the attached agreement document and confirm your acceptance of the terms by signing and returning a copy by [Response Deadline].

We look forward to working with you on this project. If you have any questions, please feel free to reach out.

Best regards,

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