

[Your Company Letterhead]

[Your Name]

[Your Title]

[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],

Subject: Inquiry Regarding Subcontracting Services

I hope this message finds you well. We are currently seeking subcontractors for [specific project or type of work] and would like to inquire about your availability and capability to assist us with this endeavor.

Please provide us with the following information:

1. Your company's qualifications and relevant experience.
2. A brief overview of your past projects and references.
3. Your availability for the upcoming project timeline.
4. Any relevant certifications or licenses.
5. Estimated pricing and payment terms.

We appreciate your timely response to this inquiry, as we are looking to finalize our subcontractor selection by [specific date].

Thank you for your attention to this matter. We look forward to potentially working together.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Company Name]