

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to introduce you to [Subcontractor Name], a company that specializes in [briefly describe the subcontractor's area of expertise/services].

[Subcontractor Name] has a proven track record of [mention relevant experience, projects, or skills]. Their commitment to quality and customer satisfaction aligns with our values at [Your Company Name], making them an ideal partner for [project or service].

We believe that collaborating with [Subcontractor Name] will bring added value to our ongoing projects and enhance the overall quality of our deliverables. [Optional: Briefly mention any specific projects or goals you are working on together.]

Please feel free to reach out to [Subcontractor Contact Name] at [Subcontractor Phone Number] or [Subcontractor Email Address] for any inquiries or to discuss potential collaboration opportunities.

Thank you for considering this introduction. We are excited about the possibilities that lie ahead.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Your Company Name]