

[Your Company Letterhead]

[Date]

[Subcontractor's Name]

[Subcontractor's Address]

[City, State, Zip Code]

Dear [Subcontractor's Name],

Subject: Subcontractor Agreement

We are pleased to inform you that [Your Company Name] is interested in engaging your services as a subcontractor for [Project Name/Description].

1. **Scope of Work**

[Provide a brief description of the work to be performed by the subcontractor.]

2. **Timeline**

[Specify the start date, completion date, and any critical milestones.]

3. **Payment Terms**

[Outline payment details, including rates, payment schedule, and invoicing requirements.]

4. **Requirements**

[List any specific requirements such as licenses, insurance, or certifications needed.]

5. **Contact Information**

For any questions or clarifications, please contact:

[Your Name]

[Your Title]

[Your Phone Number]

[Your Email]

Please sign and return a copy of this letter to confirm your acceptance of the terms outlined above.

Thank you, and we look forward to working together.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Acknowledgment of Agreement

I, [Subcontractor's Name], hereby accept the terms and conditions as outlined above.

[Subcontractor's Signature]

[Date]