

[Your Company Letterhead]

[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: Notification of Subcontracting Agreement/Project Update

We are writing to inform you regarding [specific details about the project or agreement].

As per our existing agreement dated [date of agreement], we would like to formally notify you of the following:

1. ****Scope of Work****: [Brief description of the tasks or responsibilities to be undertaken]

2. ****Timeline****: [Start date, completion date, and any relevant milestones]

3. ****Payment Terms****: [Outline payment schedule and any conditions]

4. ****Communication****: [Preferred method of communication and points of contact]

Please confirm your acceptance of this notification and acknowledge any agreements or adjustments that may be required.

Should you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]