

[Your Company Letterhead]

[Date]

[Subcontractor's Name]

[Subcontractor's Company Name]

[Subcontractor's Address]

[City, State, Zip Code]

Dear [Subcontractor's Name],

Subject: Subcontract Agreement

I hope this letter finds you well. We are pleased to inform you that [Your Company Name] would like to engage [Subcontractor's Company Name] as a subcontractor for [specific project name or description].

The terms and conditions of the subcontract will encompass the following:

1. ****Scope of Work****: [Briefly outline the tasks and responsibilities of the subcontractor.]
2. ****Timeline****: [Specify the project timeline and any milestones that need to be met.]
3. ****Compensation****: [Detail the payment structure and any specifics regarding invoicing.]
4. ****Deliverables****: [Outline any deliverables expected from the subcontractor.]
5. ****Standards and Compliance****: [Mention any standards, regulations, or compliance issues relevant to the project.]

Please review the attached document for detailed terms. We believe your expertise will greatly contribute to the success of this project.

Kindly confirm your acceptance of this subcontract by signing below and returning a copy to us by [insert deadline].

Thank you for your cooperation, and we look forward to a successful partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

I, [Subcontractor's Name], agree to the terms outlined in this letter.

[Subcontractor's Name]

[Date]