

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Subcontractor Name]

[Subcontractor Address]

[City, State, Zip Code]

Dear [Subcontractor Name],

Subject: Acceptance of Subcontractor Proposal

We are pleased to inform you that your proposal for [Project/Service Name] has been accepted. We believe that your expertise and capabilities will be a valuable addition to our project.

Details of the acceptance are as follows:

- ****Project Name:**** [Project Name]
- ****Scope of Work:**** [Brief description of the work required]
- ****Start Date:**** [Start Date]
- ****Completion Date:**** [Completion Date]
- ****Contract Value:**** [Contract Value]

Please review the enclosed contract documents and sign where indicated.

Once completed, return the signed documents by [Return Date] to formalize our agreement.

We are looking forward to a successful collaboration.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Signature (if sending a hard copy)]

Enclosure: [List of enclosed documents]