

[Your Company Letterhead]

[Date]

[Subcontractor's Name]

[Subcontractor's Address]

[City, State, Zip Code]

Subject: Subcontractor Agreement

Dear [Subcontractor's Name],

This letter serves as a formal agreement ("Agreement") between [Your Company Name] ("Contractor") and [Subcontractor's Name]

("Subcontractor"). This Agreement outlines the terms and conditions under which the Subcontractor shall provide services to the Contractor.

1. ****Scope of Work****

The Subcontractor agrees to perform the following services:

- [Description of services]

2. ****Compensation****

The Contractor shall pay the Subcontractor a total of [amount] for the completed work, to be paid as follows:

- [Payment schedule details]

3. ****Timeline****

The work is expected to commence on [start date] and shall be completed by [end date].

4. ****Responsibilities****

The Subcontractor shall:

- [List specific responsibilities]

5. ****Confidentiality****

Both parties agree to maintain confidentiality regarding the terms of this Agreement and any proprietary information shared.

6. ****Termination****

This Agreement may be terminated by either party with [number] days' notice.

7. ****Governing Law****

This Agreement shall be governed by the laws of the State of [state].

Please confirm your acceptance of the terms outlined in this Agreement by signing below.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Subcontractor's Name] - Signature

[Date]