

[Your Company Letterhead]

[Date]

[Subcontractor's Name]

[Subcontractor's Address]

[City, State, Zip Code]

Dear [Subcontractor's Name],

RE: Subcontractor Confirmation for [Project Name/Description]

We are pleased to confirm your engagement as a subcontractor for the [Project Name] that we are undertaking. This letter outlines the key details of your appointment:

- ****Scope of Work:**** [Briefly describe the work to be performed by the subcontractor]

- ****Start Date:**** [Start Date]

- ****Completion Date:**** [Completion Date]

- ****Contract Amount:**** [Agreed Amount]

- ****Payment Terms:**** [Payment Schedule/Terms]

Please ensure that you comply with all relevant regulations and standards while executing your tasks. Additionally, we will require proof of [insurance, permits, etc.], before commencing work.

If you have any questions or require further clarification, please do not hesitate to contact us.

We look forward to working together on this project.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]