

[Your Company Letterhead]

[Date]

[Subcontractor's Name]

[Subcontractor's Company]

[Subcontractor's Address]

[City, State, Zip Code]

Dear [Subcontractor's Name],

Subject: Inquiry for Subcontracting Opportunities

I hope this letter finds you well. We are currently seeking qualified subcontractors for [specific project or type of work] and would like to inquire about your interest and availability to collaborate with us.

[Brief description of your company and its projects]

We are particularly looking for subcontractors who specialize in [specific services or trades] and have a proven track record of success in [relevant industry or area].

If you are interested, please provide us with the following information:

1. Overview of your company and services offered
2. Relevant project experience
3. References from past clients
4. Insurance and bonding information

We would appreciate receiving your response by [specific date], so we can proceed accordingly. Should you have any questions, feel free to contact me at [your phone number] or [your email address].

Thank you for considering this opportunity. We look forward to the possibility of working together.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]