

[Your Company Letterhead]

[Date]

[Subcontractor's Name]

[Subcontractor's Address]

[City, State, Zip Code]

Dear [Subcontractor's Name],

Subject: Subcontract Agreement

We are pleased to inform you that we would like to engage your services as a subcontractor for [Project Name/Description]. The following terms will govern the scope of work to be completed:

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

- [Detailed description of work to be performed]

2. ****Timeline****:

- Start Date: [Start Date]
- Completion Date: [Completion Date]

3. ****Payment Terms****:

- Total Compensation: [\$Amount]
- Payment Schedule: [Payment schedule or milestones]

4. ****Confidentiality****:

- Both parties agree to maintain confidentiality regarding project information and trade secrets.

5. ****Signatures****:

- By signing below, both parties agree to the terms outlined in this letter.

Thank you for your attention to this matter. We look forward to a successful collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]

****Agreed and Accepted by:****

[Subcontractor's Name]

[Date]