

[Your Company Letterhead]

[Date]

[Subcontractor's Name]

[Subcontractor's Address]

[City, State, Zip Code]

Subject: Project Notification

Dear [Subcontractor's Name],

We are pleased to inform you that you have been selected to participate in the [Project Name] scheduled to commence on [Start Date]. This project entails [brief description of the project's purpose and scope].

Please review the following key details regarding your involvement:

- **\*\*Project Duration:\*\*** [Start Date] to [End Date]
- **\*\*Scope of Work:\*\*** [Detailed description of the subcontractor's responsibilities]
- **\*\*Location:\*\*** [Project Location]
- **\*\*Key Contacts:\*\***
  - [Name, Title, Contact Information]
  - [Name, Title, Contact Information]

We look forward to collaborating with you on this project and appreciate your commitment to excellence. Please confirm your acceptance by

[Confirmation Deadline].

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]