

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Proposal for Subcontractor Services

We are pleased to submit our proposal to provide subcontractor services for [Project Name or Description]. Our company, [Your Company Name], has extensive experience in [specific services] and a proven track record of delivering high-quality results on time and within budget.

Project Overview:

- ****Scope of Work****: [Briefly describe the work to be performed]
- ****Project Timeline****: [Proposed start and completion dates]
- ****Cost Estimate****: [Provide a breakdown of costs]

Our team is committed to maintaining the highest standards of safety and quality. We look forward to the opportunity to collaborate on this project and contribute to its success.

Please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address] if you have any questions or require further information.

Thank you for considering our proposal. We hope to hear from you soon.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]