

[Your Company Letterhead]

[Date]

[Subcontractor's Name]

[Subcontractor's Company Name]

[Subcontractor's Address]

[City, State, ZIP Code]

Subject: Scope of Work Agreement

Dear [Subcontractor's Name],

This letter outlines the scope of work to be performed by [Subcontractor's Company Name] under contract with [Your Company Name] for [Project Name/Description]. The details of the scope of work are as follows:

****1. Project Overview****

- Brief description of the project and its objectives.

****2. Scope of Work****

- Detailed description of tasks and deliverables, including any phases or milestones.

****3. Timeline****

- Expected start date and completion date for the work.

****4. Compensation****

- Payment terms and conditions, including pricing structure and payment schedule.

****5. Responsibilities****

- Specific responsibilities of the subcontractor and any obligations from [Your Company Name].

****6. Compliance and Standards****

- Quality standards and compliance requirements that must be met.

****7. Contact Information****

- Designated contacts from both parties for coordination.

Please sign below to acknowledge your acceptance of this scope of work.

If you have any questions, do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]

****Acknowledgment:****

I, [Subcontractor's Name], hereby accept the scope of work as outlined above.

[Subcontractor's Signature]

[Date]