

[Your Company Letterhead]

[Date]

[Subcontractor's Name]

[Subcontractor's Address]

[City, State, Zip Code]

Subject: Subcontractor Agreement

Dear [Subcontractor's Name],

We are pleased to engage your services as a subcontractor for JYP Construction under the following terms and conditions:

1. ****Project Description****

- Description of Work: [Outline the specific work to be completed]
- Project Location: [Project Address]

2. ****Duration of Agreement****

- Start Date: [Start Date]
- Estimated Completion Date: [End Date]

3. ****Compensation****

- Total Amount: \$[Total Amount]
- Payment Schedule: [Detail payment terms, e.g., milestones, upon completion]

4. ****Scope of Work****

- [Detailed list of tasks and responsibilities]

5. ****Standards and Compliance****

- All work must comply with relevant laws and standards.

6. ****Confidentiality****

- Any proprietary information shared shall remain confidential.

7. ****Termination****

- Either party may terminate the agreement with written notice: [Number of days] days.

Please sign and return this letter by [Return Date] to indicate your acceptance of the terms outlined above.

Thank you for partnering with JYP Construction. We look forward to a successful collaboration.

Sincerely,

[Your Name]

[Your Title]

JYP Construction

[Your Contact Information]

Accepted and Agreed:

[Subcontractor's Name]

[Date]