

Subcontractor Engagement Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Subcontractor's Name]

[Subcontractor's Company Name]

[Subcontractor's Company Address]

[City, State, Zip Code]

Dear [Subcontractor's Name],

We are writing to formally request your engagement as a subcontractor for [Project Name] commencing on [Start Date]. Your expertise in [specific field or skill] would be instrumental in ensuring the successful completion of this project.

The scope of work would include [briefly describe the work to be done]. We expect the following deliverables by [insert deadline].

Please let us know your availability to discuss this opportunity further. We are looking forward to potentially collaborating with you and will ensure that all necessary documentation and agreements are in place.

Thank you for considering our request.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]