

Subcontractor Schedule Confirmation

Date: [Insert Date]

To: [Subcontractor's Name]

From: [Your Name/Company Name]

Subject: Confirmation of Subcontractor Schedule

Dear [Subcontractor's Name],

We are writing to confirm the schedule for the upcoming project as discussed during our recent meeting. Below are the key details:

- **Project Name:** [Project Name]
- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Work Scope:** [Brief Description of Work Scope]
- **Milestones:**
 - Milestone 1: [Description and Date]
 - Milestone 2: [Description and Date]

Please confirm your acceptance of this schedule by replying to this email by [Confirmation Deadline Date]. If there are any conflicts or questions, do not hesitate to reach out.

Thank you for your cooperation. We look forward to working with you on this project.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]