

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Subcontractor's Name]

[Subcontractor's Company Name]

[Subcontractor's Address]

[City, State, Zip Code]

Dear [Subcontractor's Name],

I hope this message finds you well. I am writing to inquire about the service fees for the subcontractor work that you provide. As we are in the process of budgeting for the upcoming project, your input on this matter would be greatly appreciated.

Could you please provide a detailed breakdown of your current rates, including any additional fees that may apply? Additionally, if there are any potential discounts for long-term engagements, I would love to discuss those as well.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]