

Subcontracting Relationship Protocol Agreement

Date: [Insert Date]

To: [Subcontractor's Name]

[Subcontractor's Address]

Dear [Subcontractor's Name],

We are pleased to formalize our subcontracting relationship through this protocol agreement. This letter outlines the key terms and expectations for our collaboration.

Scope of Work

The subcontractor will be responsible for [insert specific tasks or services] as outlined in [refer to the main contract].

Communication

Regular communication will be maintained through [specify communication method, e.g., weekly meetings, emails], and points of contact will be [insert names and positions].

Payment Terms

Payment for services rendered will be made within [insert payment terms, e.g., 30 days of invoice receipt].

Confidentiality

Both parties agree to maintain confidentiality regarding sensitive information shared during our collaboration.

Termination

This agreement may be terminated by either party with [insert notice period] written notice.

We look forward to a successful partnership and appreciate your cooperation in establishing these protocols.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]