

# Subcontractor Permit Application

Date: \_\_\_\_\_

To: [Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to request a subcontractor permit for the commercial project located at [Project Address]. Our company, [Your Company Name], is engaged as the primary contractor for this project, and we would like to employ the services of [Subcontractor's Name], who specializes in [Specific Trade/Services].

The details of the subcontractor are as follows:

- Company Name: [Subcontractor's Name]
- Contact Person: [Contact Name]
- Phone Number: [Contact Phone Number]
- Email Address: [Contact Email]
- License Number: [License Number]

We believe that [Subcontractor's Name] possesses the necessary qualifications and experience to perform the required work efficiently and in compliance with all applicable regulations. We have attached the necessary documentation, including their license, insurance certificate, and relevant project references for your review.

We kindly request the approval of this subcontractor permit so that we may proceed with the project without delay. Should you need any further information or clarification, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email Address]