

Cost Estimation Request

Date: [Insert Date]

To: [Subcontractor's Name]

[Subcontractor's Company Name]

[Subcontractor's Address]

[City, State, Zip Code]

Dear [Subcontractor's Name],

We are in the process of planning a new project and would like to request a cost estimation for your subcontractor services. The details of the project are as follows:

Project Details

- Project Name: [Insert Project Name]
- Location: [Insert Project Location]
- Scope of Work: [Brief description of the work required]
- Project Timeline: [Insert Start Date] to [Insert End Date]

We would appreciate it if you could provide us with a detailed breakdown of the cost associated with your services, including any materials, labor, and additional fees. If possible, please include your availability for this project as well.

We kindly request that you send your cost estimation by [Insert Deadline Date]. This will help us in making timely decisions.

Thank you for your cooperation. Should you have any further questions, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]