Cost Overview Request

Date: [Insert Date]

[Subcontractor Name]

[Subcontractor Address]

[City, State, Zip Code]

Dear [Subcontractor Name],

We hope this message finds you well. As part of our project management process, we kindly request a detailed cost overview for the subcontracted projects currently in progress.

Please provide the following information:

- Breakdown of labor costs
- Material expenses
- Equipment rentals
- Any additional charges
- Estimated completion timeline

We appreciate your prompt attention to this request and kindly ask that you provide the information by [Insert Deadline]. If you have any questions or need further clarification, please do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]