

Quote Request for Subcontractor Work

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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. We are currently seeking quotes for subcontractor work on our upcoming project, [Project Name/Description]. We would appreciate it if you could provide us with a detailed quote for the following scope of work:

- [Scope of Work Item 1]
- [Scope of Work Item 2]
- [Scope of Work Item 3]

Please include the following information in your quote:

- Pricing breakdown
- Estimated time to complete
- Payment terms
- Availability

We would appreciate receiving your quote by [Insert Deadline Date]. If you have any questions or need further clarification regarding the project, please do not hesitate to contact me.

Thank you for considering this opportunity. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]