

# Manpower Supply Inquiry

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Subcontractor's Company Name]

[Subcontractor's Address]

[City, State, Zip Code]

Dear [Subcontractor's Contact Name],

We are writing to inquire about your availability and capacity to provide manpower supply services for our upcoming projects. We are particularly interested in the following areas:

- [Specific Job Categories or Services Required]
- [Number of Workers Required]
- [Expected Duration of Work]
- [Location of Work]

Please provide us with your rates, terms of service, and any other relevant information at your earliest convenience. We look forward to the possibility of collaborating with you.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]