

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Subcontractor's Name]

[Subcontractor's Company Name]

[Subcontractor's Address]

[City, State, Zip Code]

Dear [Subcontractor's Name],

We are reaching out to solicit your labor force services for an upcoming project we are managing. We believe that your expertise and quality of work align with our project requirements.

The project entails [brief description of the project and the specific labor needs]. We anticipate starting the project on [start date] and expect it to be completed by [end date].

Please provide us with your available workforce, including any relevant experience and qualifications, as well as your pricing structure. We are looking to finalize our selections by [decision date].

We appreciate your consideration and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]