

Subcontractor Staffing Requirement

Date: [Insert Date]

To: [Subcontractor's Name]

From: [Your Company's Name]

Address: [Your Company's Address]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Subcontractor's Name],

We are reaching out to communicate our staffing requirements for the upcoming project scheduled to commence on [Project Start Date]. In order to meet our project deadlines and maintain quality, we require the following skilled personnel:

- [Job Title 1] - [Number of Positions Needed] - [Specific Skills Required]
- [Job Title 2] - [Number of Positions Needed] - [Specific Skills Required]
- [Job Title 3] - [Number of Positions Needed] - [Specific Skills Required]

We kindly request that you confirm your ability to provide the above staffing requirements by [Response Deadline]. Please also provide us with the proposed rates and any other relevant details.

Thank you for your attention to this matter. We look forward to your swift response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company's Name]