

Subcontractor Service Approval

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Address: [Your Company Address]

Dear [Subcontractor Name],

We are pleased to inform you that your request for subcontractor services has been approved. The details are as follows:

Project Details

- Project Name: [Insert Project Name]
- Scope of Work: [Insert Scope of Work]
- Start Date: [Insert Start Date]
- Completion Date: [Insert Completion Date]
- Total Contract Amount: [Insert Amount]

Please ensure that all work is completed in accordance with the specifications outlined in the contract. We look forward to a successful collaboration.

If you have any questions or require further clarification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you, and welcome aboard!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]