

Project Commencement Letter

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Subcontractor Name]

[Subcontractor Company Name]

[Subcontractor Address]

[City, State, Zip Code]

Dear [Subcontractor Name],

We are pleased to inform you that your proposal for the [Project Name] has been accepted, and we are ready to commence work on [Start Date]. We look forward to your collaboration on this project.

Please find enclosed the necessary documents and plans related to the project. Don't hesitate to reach out if you have any questions or need further clarification.

We appreciate your commitment to quality and look forward to a successful partnership.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]