

Subcontractor Project Initiation Agreement

Date: [Insert Date]

To: [Subcontractor's Name]

[Subcontractor's Address]

From: [Your Company Name]

[Your Company Address]

Dear [Subcontractor's Name],

We are pleased to inform you that we are initiating the project titled "[Project Name]" under our Agreement dated [Date of Agreement]. This letter serves as formal notification of the start of your subcontractor responsibilities.

Project Details:

- **Project Start Date:** [Insert Start Date]
- **Expected Completion Date:** [Insert Completion Date]
- **Scope of Work:** [Brief Description of Work]
- **Payment Terms:** [Insert Payment Terms]

Please acknowledge your acceptance of this project initiation by signing below and returning a copy of this letter by [Insert Due Date].

Acceptance:

Signature of [Subcontractor's Name]

Date: _____

We look forward to a successful collaboration on this project.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]