

Task Allocation Letter

Date: [Insert Date]

To: [Subcontractor Name]
[Subcontractor Company Name]
[Subcontractor Address]
[City, State, Zip Code]

Dear [Subcontractor Name],

We are pleased to inform you that you have been selected as a subcontractor for the [Project Name] project. Below are the details regarding the tasks allocated to you:

Task Details:

- Task Description: [Insert Task Description]
- Start Date: [Insert Start Date]
- Completion Date: [Insert Completion Date]
- Location: [Insert Project Location]
- Payment Terms: [Insert Payment Terms]

Requirements:

Please ensure that you comply with the project specifications and timelines as agreed. Regular updates regarding the progress of your tasks will be essential.

If you have any questions or require further information, please do not hesitate to reach out.

Thank you for your collaboration.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]