

# Request for Subcontractor Performance Bond

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Subcontractor's Name]

[Subcontractor's Company Name]

[Subcontractor's Address]

[City, State, Zip Code]

## **Subject: Request for Performance Bond for [Project Name]**

Dear [Subcontractor's Name],

We are reaching out to formally request a performance bond in the amount of [Insert Bond Amount] for your work on the [Project Name], located at [Project Location]. This bond is a requirement of our contract dated [Insert Contract Date], as outlined in Section [Insert Section Number].

The performance bond serves as a guarantee for the completion of the project and provides protection for our company against any defaults or unforeseen complications arising from your work. We expect the bond to be issued and submitted to our office by [Insert Due Date].

Please contact us if you have any questions or require further clarification regarding this request. We appreciate your prompt attention to this matter and look forward to your cooperation.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]