

Subcontractor Performance Bond Request

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

To:

[Subcontractor Name]

[Subcontractor Address]

[City, State, Zip Code]

Subject: Request for Performance Bond for Renovation Works

Dear [Subcontractor Name],

We are pleased to inform you that your proposal for the renovation works at [Project Location/Name] has been accepted. As per our agreement and to ensure the successful execution of the project, we kindly request you to provide a performance bond.

The performance bond should be in the amount of [Specify Amount] and be submitted no later than [Specify Deadline]. This bond will serve as a guarantee for the completion of the renovation works as per the stipulated terms and conditions in our contract.

Please ensure that the performance bond is issued by a reputable surety company, and it should name [Your Company Name] as the obligee.

Should you have any questions or require further clarification regarding this request, please feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter. We look forward to working with you on this project.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]