

# Subcontractor Performance Bond Request

Date: [Insert Date]

To: [Bonding Company Name]

Address: [Bonding Company Address]

Dear [Bonding Company Contact Name],

I am writing to formally request a performance bond for our subcontractor, [Subcontractor Name], who will be engaged in [describe specialty trade work] for the project titled [Project Name]. The scope of work includes [briefly describe the work to be performed].

As part of our contract requirements, we need to ensure that [Subcontractor Name] has the necessary performance bond in place to guarantee the completion of the contracted work in accordance with the project specifications and timelines.

Please find attached the necessary documentation that includes:

- Contract between [Your Company Name] and [Subcontractor Name]
- Project specifications
- Subcontractor's qualifications and past performance history
- Bonding application form

We appreciate your prompt attention to this matter and look forward to receiving the performance bond at your earliest convenience. If you have any questions, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]