

Subcontractor Relationship Establishment

Date: [Insert Date]

To,

[Subcontractor's Name]
[Subcontractor's Address]
[City, State, Zip Code]

Dear [Subcontractor's Name],

We are pleased to inform you that after careful consideration, [Your Company Name] has decided to establish a subcontractor relationship with [Subcontractor's Company Name] for the [specific project or service].

This relationship aims to leverage your expertise in [describe skills or services] to enhance the efficiency and quality of our project. We believe that your experience and capabilities will contribute significantly to our goals.

Pursuant to our discussions, we would like to confirm the key terms of our agreement:

- Scope of Work: [Brief description of the work to be performed]
- Duration: [Start date] to [End date]
- Payment Terms: [Details about payment]

We look forward to a fruitful collaboration and are excited about the possibilities this partnership brings.

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

Sincerely,

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