

# Expense Summary for Subcontractor Operations

Date: [Insert Date]

To: [Subcontractor Name]

Address: [Subcontractor Address]

Dear [Subcontractor Name],

We hope this message finds you well. Below is the summary of expenses incurred for subcontractor operations for the period of [Start Date] to [End Date]:

Description	Date	Amount (\$)
[Description of Expense 1]	[Date of Expense 1]	[Amount of Expense 1]
[Description of Expense 2]	[Date of Expense 2]	[Amount of Expense 2]
Total		[Total Amount]

Please find attached all relevant receipts and documentation for your review. We appreciate your cooperation and prompt response regarding this summary.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]