

# Subcontractor Costs and Reimbursement Claim

**Date:** [Insert Date]

**To:** [Contractor's Name]

**From:** [Subcontractor's Name]

**Subject:** Submission of Costs and Reimbursement Claim

Dear [Contractor's Name],

I hope this message finds you well. In accordance with our agreement dated [Insert Agreement Date], I am submitting a claim for reimbursement of costs incurred during the performance of the subcontracted work.

## Claim Details

**Project Name:** [Insert Project Name]

**Period of Work:** [Insert Start Date] to [Insert End Date]

## Costs Breakdown

Description	Amount
[Description of Cost 1]	[Amount 1]
[Description of Cost 2]	[Amount 2]
<b>Total</b>	<b>[Total Amount]</b>

Attached to this letter are the relevant receipts and documentation supporting this claim.

Please let me know if you require any further information or clarification regarding this reimbursement request.

Thank you for your attention to this matter.

Sincerely,

[Subcontractor's Name]

[Subcontractor's Address]

[Subcontractor's Contact Information]