

# Subcontractor Financial Expense Outline

Date: [Insert Date]

To: [Client/Project Manager's Name]

[Client/Company Name]

[Client Address]

[City, State, ZIP Code]

Dear [Client/Project Manager's Name],

We hereby submit our financial expense outline related to the subcontractor work performed on [Project Name]. Below is a detailed summary of expenses incurred:

## Expense Categories:

- **Labor Costs:**
  - Subcontractor A: \$[Amount]
  - Subcontractor B: \$[Amount]
- **Material Costs:**
  - Materials for Task 1: \$[Amount]
  - Materials for Task 2: \$[Amount]
- **Equipment Rental:**
  - Equipment A: \$[Amount]
  - Equipment B: \$[Amount]
- **Travel Expenses:**
  - Travel for Subcontractor A: \$[Amount]
  - Travel for Subcontractor B: \$[Amount]

**Total Expenses: \$[Total Amount]**

Please review the attached documents for receipts and further breakdown of these costs. Should you have any questions or require additional information, feel free to contact us at your convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]