

Order Confirmation

Date: [Insert Date]

To: [Subcontractor's Name]

[Subcontractor's Address]

Subject: Confirmation of Subcontractor Order

Dear [Subcontractor's Name],

We are writing to confirm our order placed on [Insert Order Date] for the following services:

- Service Description: [Insert Service Details]
- Project Name: [Insert Project Name]
- Start Date: [Insert Start Date]
- Completion Date: [Insert Completion Date]

As part of our compliance requirements, we request the following documentation and confirmations:

1. Proof of insurance including liability and workers' compensation.
2. Compliance with all local, state, and federal regulations.
3. Certifications required for the execution of services.
4. Any safety and health programs in place for your team.

Please ensure that all required documentation is submitted by [Insert Deadline]. Failure to comply with these requirements may result in delays or cancellation of the order.

We appreciate your cooperation and look forward to a successful collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]