

# Order Confirmation

**To:** [Subcontractor Name]

**Address:** [Subcontractor Address]

**Date:** [Date]

Dear [Subcontractor Name],

We are pleased to confirm your order for the following services/materials:

## Order Details

- **Order Number:** [Order Number]
- **Description:** [Description of Services/Materials]
- **Quantity:** [Quantity]
- **Unit Price:** [Unit Price]
- **Total Amount:** [Total Amount]

## Delivery Schedule

The following delivery schedule is confirmed:

- **Delivery Date:** [Delivery Date]
- **Delivery Location:** [Delivery Location]
- **Contact Person:** [Contact Person Name]

Please confirm receipt of this order confirmation and the delivery schedule at your earliest convenience.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]