

# Order Confirmation for Subcontractor

**Date:** [Insert Date]

**To:**

[Subcontractor Name]

[Subcontractor Address]

[City, State, Zip]

Dear [Subcontractor Name],

We are pleased to confirm your subcontractor order for the project titled [Project Name]. The project is scheduled to commence on [Start Date]. Please find the details of the order below:

## Order Details

**Project Location:** [Project Address]

**Scope of Work:** [Description of Work]

**Contract Amount:** [Total Amount]

**Payment Terms:** [Payment Terms]

**Expected Completion Date:** [Completion Date]

Please confirm your acceptance of this order by signing and returning this letter by [Return Date]. If you have any questions, feel free to contact us at [Contact Information].

We look forward to working with you on this project.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Company Phone]

[Your Company Email]

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_