

Technical Specification Inquiry

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Subject: Inquiry on Technical Specifications for [Project Name]

Dear [Subcontractor Name],

We are currently in the process of [briefly explain the project or need], and we require additional information regarding your technical specifications related to [specific items or services].

Specifically, we would appreciate your input on the following:

- [Specific technical requirement 1]
- [Specific technical requirement 2]
- [Specific technical requirement 3]

We aim to ensure that all standards are met and expect to receive your detailed specifications by [insert deadline]. If you require more time or have any questions regarding this inquiry, please do not hesitate to reach out.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]