

Subcontractor Duty Assignment

Date: [Insert Date]

[Subcontractor's Name]
[Subcontractor's Address]
[City, State, Zip Code]

Dear [Subcontractor's Name],

This letter serves to formally assign duties to you as our subcontractor for the [Project Name] project located at [Project Location]. Your specific responsibilities are as follows:

- Task 1: [Description of Task 1]
- Task 2: [Description of Task 2]
- Task 3: [Description of Task 3]

Please ensure that all tasks are completed by [Due Date]. Adherence to the project timeline and quality standards is critical.

If you have any questions regarding your duties, please do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]