

Subcontractor Job Allocation Letter

Date: [Insert Date]

To,

[Subcontractor's Name]

[Subcontractor's Address]

Dear [Subcontractor's Name],

We are pleased to inform you that we have allocated the following job to your company:

Job Details

Project Name: [Project Name]

Project Location: [Project Location]

Start Date: [Start Date]

End Date: [End Date]

Scope of Work: [Brief Description of Work]

Terms and Conditions

[Include relevant terms and conditions regarding the job allocation]

Please sign and return the enclosed copy of this letter to confirm your acceptance of the job allocation.

We look forward to a successful collaboration.

Best Regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]

Enclosure: Copy of the Job Allocation Letter