

# Subcontractor Project Division Letter

Date: [Insert Date]

To,

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

Dear [Subcontractor's Contact Person],

We are pleased to inform you that your proposal for the subcontractor project division for [Project Name] has been accepted. We appreciate your flexibility and commitment to collaborating with us on this project.

The project will commence on [Start Date] and is anticipated to be completed by [End Date]. Below are the details of the scope of work:

- Scope of Work: [Detailed description of work]
- Project Location: [Location]
- Payment Terms: [Payment details]

Please confirm your acceptance by signing and returning a copy of this letter by [Response Deadline]. If you have any questions or require further clarification, feel free to contact me at [Your Phone Number] or [Your Email Address].

We look forward to a successful partnership.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Company Address]