

Subcontractor Responsibility Delegation Letter

Date: [Insert Date]

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

Dear [Subcontractor's Name],

We hereby delegate the responsibilities outlined in our contract dated [Insert Contract Date] regarding [Project Name or Description]. This delegation is valid as of [Start Date] and will remain in effect until [End Date or until further notice].

The specific responsibilities delegated to you include but are not limited to:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

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

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]