

Task Designation Letter

Date: [Insert Date]

To: [Subcontractor's Name]

[Subcontractor's Address]

Dear [Subcontractor's Name],

We are pleased to inform you that you have been designated as the subcontractor for the following tasks related to [Project Name]. This designation is effective as of [Start Date] and will continue until [End Date].

Task Details

- 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 according to the specified deadlines and standards outlined in the main contract.

If you have any questions or need further clarification, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation. We look forward to a successful project.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]