

Subcontractor Work Distribution Letter

Date: [Insert Date]

To: [Subcontractor Name]

[Subcontractor Address]

Dear [Subcontractor Name],

Subject: Work Distribution for [Project Name]

We are pleased to inform you of the distribution of work for the [Project Name] as follows:

Scope of Work

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

Timeline

The expected timeline for completion of each task is as follows:

- [Task 1]: [Deadline]
- [Task 2]: [Deadline]
- [Task 3]: [Deadline]

Compensation

As discussed, the payment schedule will be as follows:

- [Payment 1]: [Amount]
- [Payment 2]: [Amount]
- [Payment 3]: [Amount]

We look forward to your cooperation and are confident that your expertise will contribute to the success of this project.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]