

# Subcontractor Relationship Management

Date: [Insert Date]

[Subcontractor Name]

[Subcontractor Address]

[City, State, Zip Code]

Dear [Subcontractor Name],

We are glad to have you as our subcontractor for [Project Name]. This letter serves to outline our expectations and the framework for our collaboration.

## Project Overview

Project Name: [Project Name]

Scope of Work: [Brief description of the scope]

Timeline: [Start Date] to [End Date]

## Key Responsibilities

- Deliver all work as per the project schedule.
- Ensure compliance with safety and quality standards.
- Communicate any issues or changes promptly.

## Payment Terms

Payments will be made according to the following schedule:

- [Payment Milestone 1]: [\$ Amount]
- [Payment Milestone 2]: [\$ Amount]

## Contact Information

For any queries or concerns, please reach out to:

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]

We look forward to a successful collaboration. Thank you for your commitment to excellence in our project.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]