

Request for Proposal: Subcontractor Services

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Contact Email]

[Contact Phone Number]

To: [Subcontractor's Company Name]

[Subcontractor's Company Address]

[City, State, Zip Code]

Subject: Request for Proposal for [Project Name]

Dear [Subcontractor's Contact Name],

We are currently in the process of sourcing subcontractors for the upcoming [Project Name] scheduled to commence on [Project Start Date]. We invite your company to submit a proposal for providing [specific services or goods needed].

Please include the following in your proposal:

- Company profile and experience.
- Detailed breakdown of costs and estimated timeline.
- References from previous projects.
- Insurance and bonding information.
- Any additional relevant documentation.

All proposals must be submitted by [Submission Deadline] to ensure consideration. Proposals can be sent via email to [Your Contact Email]. If you have any questions, please do not hesitate to reach out.

We appreciate your interest in partnering with us on this project.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]