

Subcontractor Involvement Confirmation

Date: [Insert Date]

To: [Subcontractor's Name]

[Subcontractor's Address]

[City, State, Zip Code]

Dear [Subcontractor's Name],

We are writing to confirm your involvement as a subcontractor for [Project Name] located at [Project Address]. Your expertise in [Subcontractor's Specialty/Field] is essential to the success of this project.

The scope of work you will be responsible for includes:

- [Task/Responsibility 1]
- [Task/Responsibility 2]
- [Task/Responsibility 3]

The project is scheduled to commence on [Start Date] and is expected to be completed by [End Date]. Please ensure that you are prepared to meet the agreed timeline and deliver quality work.

If you have any questions or require further details, do not hesitate to contact us at [Your Contact Information].

Thank you for your collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]