

# Task Delegation Letter

From: [Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Date: [Current Date]

To: [Subcontractor's Name]

[Subcontractor's Company Name]

[Subcontractor's Company Address]

[City, State, Zip Code]

## **Subject: Task Delegation**

Dear [Subcontractor's Name],

I hope this message finds you well. This letter serves as a formal delegation of specific tasks to you as part of our ongoing project, [Project Name].

The tasks delegated to you are as follows:

- [Task 1 Details]
- [Task 2 Details]
- [Task 3 Details]

Please ensure the completion of these tasks by [due date]. Should you have any questions or require further clarification, feel free to reach out to me at your earliest convenience.

Thank you for your attention to this matter and your continued collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]