

Subcontractor Engagement Intent Letter

Date: [Insert Date]

To,

[Subcontractor Name]
[Subcontractor Address]
[City, State, Zip Code]

Dear [Subcontractor Name],

We are pleased to inform you of our intent to engage your services as a subcontractor for the [Project Name/Description] commencing on [Start Date]. We believe that your expertise in [Subcontractor's Area of Expertise] will significantly contribute to the success of our project.

This letter serves as a preliminary agreement outlining the key aspects of our engagement:

- **Scope of Work:** [Brief Description of Work to be Performed]
- **Timeline:** [Project Timeline]
- **Payment Terms:** [Payment Structure]
- **Point of Contact:** [Your Name and Contact Information]

Please review this information and confirm your interest and availability to proceed. We will follow up with a formal contract outlining the detailed terms of our agreement.

Thank you for considering this opportunity. We look forward to your positive response.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Your Contact Information]