

# Subcontractor Personnel Availability Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm the availability of our personnel for the upcoming project as discussed.

The following personnel are available:

- [Personnel Name 1] - [Position] - Available from [Start Date] to [End Date]
- [Personnel Name 2] - [Position] - Available from [Start Date] to [End Date]
- [Personnel Name 3] - [Position] - Available from [Start Date] to [End Date]

Please let us know if you require any further information or adjustments.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]