

Subcontractor Team Availability Update

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Position]

[Insert Company Name]

Subject: Team Availability Update

Dear [Insert Recipient's Name],

We hope this message finds you well. We are writing to provide an update on the availability of our subcontractor team for the upcoming projects.

As of [Insert Date], the availability of our team members is as follows:

- Team Member 1: Available from [Insert Dates]
- Team Member 2: Available from [Insert Dates]
- Team Member 3: Available from [Insert Dates]

Please note that availability is subject to change, and we will notify you promptly of any updates.

We appreciate your understanding and look forward to collaborating on our upcoming projects.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]