

# Task Delegation Letter

Date: [Insert Date]

From: [Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[Your Email]  
[Your Phone Number]

To: [Subcontractor's Name]  
[Subcontractor's Position]  
[Subcontractor's Company Name]  
[Subcontractor's Company Address]  
[Subcontractor's Email]  
[Subcontractor's Phone Number]

## **Subject: Task Delegation for [Project Name]**

Dear [Subcontractor's Name],

I hope this message finds you well. As part of our ongoing collaboration for [Project Name], we would like to delegate the following tasks to your team:

- [Task 1 Description]
- [Task 2 Description]
- [Task 3 Description]

These tasks should be completed by [Completion Date]. Please provide updates on your progress and feel free to reach out if you have any questions or need additional resources.

Thank you for your attention to these tasks. We look forward to your continued support.

Best regards,

[Your Name]  
[Your Position]  
[Your Company Name]