

Subcontractor Task Scheduling

Date: [Insert Date]

To: [Subcontractor Name]

[Subcontractor Address]

[City, State, Zip Code]

Dear [Subcontractor Name],

We are writing to confirm the schedule for the upcoming tasks assigned to your team as part of our project at [Project Location]. Below is the detailed schedule:

Task Schedule

Task Description	Start Date	End Date	Assigned Personnel
[Task 1 Description]	[Start Date]	[End Date]	[Assigned Personnel]
[Task 2 Description]	[Start Date]	[End Date]	[Assigned Personnel]

Please ensure that your team is prepared to commence work on the scheduled start dates. Additionally, keep us informed of any potential delays or issues that may arise.

For any questions or further clarifications, do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]