

Letter of Subcontractor Integration into Project Team

Date: [Insert Date]

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

Dear [Subcontractor Name],

We are pleased to inform you of your integration into the [Project Name] project team, effective [Start Date]. Your expertise in [Subcontractor's Area of Expertise] is highly valued, and we look forward to collaborating with you to achieve our project goals.

As part of the project team, you will collaborate closely with [Project Manager's Name] and other team members. Please ensure that you are prepared to attend the initial kickoff meeting scheduled for [Meeting Date] at [Meeting Location].

We believe that your contributions will greatly benefit the project and enhance the overall performance of the team. Please do not hesitate to reach out if you have any questions or need further clarification regarding your role.

We look forward to your active participation and a successful partnership.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]