

Service Confirmation Letter

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Subcontractor's Name]

[Subcontractor's Company Name]

[Subcontractor's Address]

[City, State, Zip Code]

Subject: Confirmation of Subcontractor Services

Dear [Subcontractor's Name],

We are pleased to confirm the engagement of your services as a subcontractor for [Project Name]. This confirmation outlines the terms and conditions of your service:

- **Project Description:** [Brief Description of the Project]
- **Scope of Work:** [Detailed Scope of Work]
- **Start Date:** [Start Date]
- **Completion Date:** [Completion Date]
- **Payment Terms:** [Payment Terms]

Please sign and return the attached copy of this letter as a confirmation of your acceptance of the terms outlined above.

We look forward to working with you and appreciate your commitment to quality and professionalism.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

Enclosure: Acceptance Copy