

Work Delegation Letter

Date: [Insert Date]

To:

[Subcontractor's Name]

[Subcontractor's Address]

[City, State, Zip Code]

Dear [Subcontractor's Name],

We are pleased to inform you that we have chosen your company to undertake the following subcontracted work:

- Project Name: [Insert Project Name]
- Scope of Work: [Brief Description of Work]
- Start Date: [Insert Start Date]
- Completion Date: [Insert Completion Date]

Please review the agreement terms attached and confirm your acceptance of this work delegation by signing and returning the document by [Insert Deadline].

Should you have any questions or require further clarifications, please do not hesitate to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation, and we look forward to a successful collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]