

Subcontractor Qualification Criteria

Date: [Insert Date]

To: [Subcontractor Name]

[Subcontractor Address]

Dear [Subcontractor Name],

We appreciate your interest in partnering with us for upcoming projects. Before we move forward, we kindly request that you provide information to confirm your qualifications as a subcontractor. Please review the criteria listed below:

Qualification Criteria

- **Company History:** A brief overview of your company's background and experience.
- **Financial Stability:** Provide financial statements for the last two years.
- **Licenses and Certifications:** Copies of relevant licenses and certifications.
- **Insurance Coverage:** Proof of liability and workers' compensation insurance.
- **Safety Record:** Your company's safety policies and incident history.
- **References:** Contact information for at least three previous clients.
- **Project Experience:** Examples of similar projects completed in the past.

Please submit the requested information by [Insert Deadline]. Upon review, we will contact you for a possible meeting.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]