

# Project Commencement Letter

Date: [Insert Date]

To:

[Subcontractor Name]

[Subcontractor Address]

Dear [Subcontractor Name],

We are pleased to inform you that the subcontract for [Project Name] has been finalized. We are ready to commence work on [Start Date]. Please ensure that your team is prepared to start on this date.

The project duration is expected to be [Duration] and is scheduled for completion by [Completion Date]. We appreciate your commitment to this project and look forward to a successful collaboration.

Please confirm receipt of this letter and your availability to start the project as planned. Do not hesitate to reach out if you have any questions or need further information.

Best Regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]