

Subcontractor Role Specification

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Subject: Subcontractor Role Specification

Project Title: [Insert Project Name]

Role Overview

The primary role of the subcontractor is to [insert brief description of the role]. This includes tasks related to [insert relevant tasks or responsibilities].

Responsibilities

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]
- [Responsibility 4]

Qualifications

The ideal subcontractor should possess the following qualifications:

- [Qualification 1]
- [Qualification 2]
- [Qualification 3]

Timeline

The expected timeline for this project is [insert timeline].

Budget

The budget allocated for this role is [insert budget].

Contact Information

If you have any questions or need further clarification, please contact [Your Name] at [Your Email] or [Your Phone Number].

Thank you for your attention to this matter. We look forward to working with you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]