

# Construction Procurement Request for Subcontractor Engagement

**Date:** [Insert Date]

**To:** [Subcontractor's Name]  
[Subcontractor's Address]  
[City, State, Zip Code]

**From:** [Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]

**Subject:** Procurement Request for Subcontractor Engagement

Dear [Subcontractor's Name],

We are pleased to invite you to submit a proposal for subcontractor services for our upcoming construction project, [Project Name], located at [Project Location].

The scope of work includes:

- [Scope Element 1]
- [Scope Element 2]
- [Scope Element 3]

We require your proposal to include the following details:

- Detailed pricing
- Timeline for completion
- Qualifications and experience
- References from past projects

Please submit your proposal by [Submission Deadline] to ensure consideration. If you have any questions, feel free to contact me at [Your Contact Information].

We look forward to your response and possibly working together on this project.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]