

Contractor Subcontractor Approval Process

Date: _____

To: [Subcontractor Name]

From: [Contractor Name]

Subject: Subcontractor Approval Process Outline

1. Introduction

This document outlines the approval process for subcontractors engaged by [Contractor Name] for the project [Project Name].

2. Submission Requirements

The following documents must be submitted for approval:

- Company Profile
- Experience and Relevant Projects
- Insurance Certificates
- References
- Licenses and Permits

3. Review Process

Once the documents are submitted, the following steps will be taken:

1. Initial Document Review
2. Site Visit (if applicable)
3. Evaluation of References
4. Approval or Denial Notification

4. Approval Notification

A formal approval letter will be sent to the subcontractor upon successful evaluation.

5. Contact Information

For questions, please contact:

[Contractor Contact Name]

[Contractor Contact Phone]

[Contractor Email]

6. Conclusion

We appreciate your interest in collaborating with [Contractor Name] and look forward to working together.

Sincerely,

[Your Name]

[Your Position]

[Contractor Name]