

# Contractor Subcontractor Approval Request

Date: [Insert Date]

[Contractor's Name]  
[Contractor's Address]  
[City, State, Zip Code]

[Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally request the approval of [Subcontractor's Name] as a subcontractor for the [Project Name] project.

Details of the subcontractor are as follows:

- **Subcontractor Name:** [Subcontractor's Name]
- **Scope of Work:** [Description of Work]
- **Qualifications:** [Experience & Qualifications]
- **Estimated Cost:** [Cost Estimate]

Please find attached the necessary documentation for your review including the subcontractor's qualifications and previous project references.

We appreciate your prompt attention to this request as it is critical for maintaining our project timeline. Please let us know if you require any further information.

Thank you for your consideration.

Sincerely,

[Your Name]  
[Your Title]  
[Contractor's Company Name]  
[Contact Information]