

# Request for Subcontracting Services

Date: [Insert Date]

To: [Subcontractor Name]

Company Name: [Subcontractor Company Name]

Address: [Subcontractor Address]

City, State, Zip: [Subcontractor City, State, Zip]

Dear [Subcontractor Name],

We are pleased to inform you that [Your Company Name] intends to subcontract certain services to your organization. We have been impressed with your expertise and believe that your skills align well with our project needs.

Please find below the details of the subcontracting request:

- **Project Name:** [Project Name]
- **Services Required:** [List of Services]
- **Project Start Date:** [Start Date]
- **Project End Date:** [End Date]
- **Proposed Payment Terms:** [Payment Terms]

We kindly request you to confirm your interest and availability for this subcontracting opportunity by [Insert Deadline Date]. Additionally, please include any relevant documentation or proposals that may assist in our decision-making process.

Thank you for considering this opportunity. We look forward to your prompt reply.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]