

# Contractor Duties Confirmation

Date: [Insert Date]

To,

[Contractor Name]

[Contractor Address]

[City, State, Zip Code]

Dear [Contractor Name],

This letter serves to confirm the duties and responsibilities you are expected to undertake as part of our contractual agreement. Please find the details outlined below:

## Contractor Duties:

- [Duty 1: Description]
- [Duty 2: Description]
- [Duty 3: Description]
- [Duty 4: Description]

These responsibilities are paramount to ensuring the successful execution of the project. Please acknowledge receipt of this letter and confirm your understanding of the outlined duties by signing below.

Thank you for your continued cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

## Contractor Acknowledgment:

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[Contractor Signature] [Date]