

[Date]

[Recipient Name]
[Recipient Position]
[Company/Organization Name]
[Address Line 1]
[Address Line 2]

Subject: Project Subcontractor Approval Request

Dear [Recipient Name],

We are writing to formally request approval for the appointment of a subcontractor for [Project Name/Description], in accordance with the terms and conditions of our contract.

Subcontractor Details:

Name: [Subcontractor Name]
Address: [Subcontractor Address]
Scope of Work: [Brief Description of Subcontracted Work]

We have reviewed the qualifications and experience of the proposed subcontractor and are confident in their ability to fulfill the specified scope of work in compliance with project requirements and timelines.

Please find attached all necessary documentation for your review and approval. We kindly request your confirmation of approval at the earliest opportunity to facilitate the timely commencement of subcontracted works.

Should you require any further information, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

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