

[Print or type name and address]

<<Recipient's Name>>
<<Company / Business Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear <<Recipient's Name>>,

Notice of subcontract

Under a contract between <<insert name of Party 1>> and <<insert name of Party 2>>, dated <<insert date of Agreement>> (the "Agreement"), <<insert brief description of Agreement>> (the "Description"), <<insert name of Party 1>> OR [I], <<insert name of Party 2>> OR [am] entitled to subcontract some or all of [our] obligations under the Agreement.

This letter serves as notice to <<insert name of Party 2>>, of [our] OR [my] intention to subcontract the following obligations (the "Subcontract") to <<insert name and contact details of subcontractor>> (the "Subcontractor").

1. <<insert detailed description of subcontracted obligation>> (cross-reference to the Agreement where possible>>;
2. <<insert detailed description of subcontracted obligation>> (cross-reference to the Agreement where possible>>;
3. <<insert additional subcontracted obligations>>.

[Our] OR [My] contract with the <<insert name of Party 1>>, as <<insert name of Party 2>>, are not a party to the subcontract. Your obligations, written or otherwise, concerning the Agreement (including the obligations outlined above) should continue to be directed to <<insert name of Party 1>>.

[We] OR [I] acknowledge and agree that the subcontracting of the <<insert number>> of the Agreement, and the appointment of the subcontractor by [us] OR [me] shall, for the purposes of the Agreement, be deemed to be an act or omission of [us] OR [me], <<insert name of Party 1>>.

Please do not hesitate to contact <<insert name of Party 1>> if you have any questions or would like to request further information.

Yours sincerely,

<<Name & Title>>
[For and on behalf of <<insert name of Party 1>>]