

# Email Template: Requesting your prime contract



Maegan Spivey has reviewed hundreds of contracts as a General Contractor, Subcontractor, and Consultant. Every week, she shares her best advice on LinkedIn.

Check out our favorites from her posts and [follow her for more tips](#).

Hi [Contact Name],

Thanks for getting the subcontract over so quickly.

Could you please send us a copy of the prime contract when you have some time?

I saw a few things incorporated from the prime into the subcontract and wanted to make sure I review all the information.

I also saw [X Document and Y Document] incorporated into the agreement, but can't find a copy in my emails, could you send copies of those as well?

Thanks,

[Signature]

