

# Letter of Contract Revision

Date: [Insert Date]

[Subcontractor's Name]  
[Subcontractor's Address]  
[City, State, Zip Code]

Dear [Subcontractor's Name],

We hope this letter finds you well. This communication serves to formally propose revisions to our existing subcontractor agreement dated [Original Contract Date]. After careful review, we believe that the following changes are necessary for the mutual benefit of both parties:

## Proposed Revisions:

- **Scope of Work:** [Detail the revised scope of work]
- **Payment Terms:** [State the revised payment terms]
- **Timeline:** [Specify any changes in timeline]
- **Other Terms:** [List any additional terms that need revision]

Please review these proposed changes and respond by [Response Deadline Date]. Your prompt attention to this matter will help ensure that our project remains on schedule.

Thank you for your cooperation. We look forward to your feedback.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]