

Letter of Alteration to Subcontractor Deliverables

Date: [Insert Date]

To:

[Subcontractor's Name]

[Subcontractor's Address]

[City, State, Zip Code]

Dear [Subcontractor's Name],

We are writing to formally request alterations to the deliverables outlined in our subcontract dated [Insert Date of Original Contract]. After careful review, we believe adjustments are necessary to meet our project's evolving requirements.

Details of Alteration:

- **Original Deliverable:** [Describe the original deliverable]
- **Proposed Alteration:** [Describe the proposed alteration]
- **Rationale:** [Provide brief reasoning for the alteration]

We kindly ask you to review these changes and confirm acceptance or suggest further modifications by [Insert Response Due Date]. Your cooperation is vital for the seamless continuation of our project.

Thank you for your attention to this matter. We appreciate your commitment to delivering quality work and look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]