

Letter of Subcontractor Obligations Revision

Date: [Insert Date]

To: [Subcontractor Name]

Address: [Subcontractor Address]

Dear [Subcontractor Name],

We are writing to inform you of revisions to the obligations outlined in our subcontract agreement dated [Insert Original Agreement Date]. After a thorough review, we have identified several areas that require updates to ensure clarity and compliance with current operational standards.

Revised Obligations

- [Revised Obligation 1]
- [Revised Obligation 2]
- [Revised Obligation 3]

These changes will take effect on [Insert Effective Date] and are intended to enhance the efficiency and effectiveness of our collaboration. We believe that these revisions will benefit both parties.

Please review the enclosed amended contract and confirm your acceptance of these changes by signing and returning a copy by [Insert Response Deadline]. If you have any questions or require further clarification, do not hesitate to contact us.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]