

Scope Change Notification

Date: [Insert Date]

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]

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

Dear [Subcontractor's Contact Name],

We hope this message finds you well. We are writing to formally notify you of a change in the scope of work as outlined in our existing subcontract agreement dated [Insert Agreement Date].

The changes are as follows:

- [Change 1 Description]
- [Change 2 Description]
- [Change 3 Description]

These changes are necessary due to [Insert Reason for Change]. We expect these adjustments to be incorporated into your work schedule starting from [Insert Start Date].

Please acknowledge your acceptance of this scope change by signing and returning a copy of this letter by [Insert Response Deadline]. If you have any questions or require further clarification, feel free to contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]