

Letter of Terms Adjustment

Date: [Insert Date]

To: [Subcontractor's Name]

[Subcontractor's Address]

Dear [Subcontractor's Name],

We hope this letter finds you well. We are writing to discuss a proposed adjustment to our current subcontractor terms.

As part of our ongoing commitment to ensure mutual benefit and effective collaboration, we have reviewed the terms of our agreement dated [Insert Original Agreement Date]. We believe that the following adjustments are necessary:

- **Compensation Adjustment:** [Details of compensation adjustment]
- **Timeline Modification:** [Details of timeline modification]
- **Scope of Work Changes:** [Details of scope adjustment]

Please review the proposed adjustments and provide your feedback by [Insert Response Due Date]. We are open to discussing these terms further to reach a mutually agreeable solution.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]