

Change in Material Specifications Notification

Date: [Insert Date]

To: [Subcontractor Name]

Address: [Subcontractor Address]

Dear [Subcontractor Name],

We are writing to formally notify you of a change in the material specifications for the [Project Name]. Due to [reason for change], we require the following amendments to the material specifications:

- **Original Material:** [Original Material Details]
- **New Material:** [New Material Details]
- **Effective Date:** [Effective Date]

Please ensure that all future deliveries and installations conform to these amended specifications. If you have any concerns or require further clarification, do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]