

Subcontractor Schedule Adjustment Request

Date: [Insert Date]

To: [Insert Recipient's Name]

Company: [Insert Recipient's Company]

Address: [Insert Recipient's Address]

Dear [Insert Recipient's Name],

I hope this message finds you well. I am writing to formally request a schedule adjustment regarding the subcontract agreement for [Project Name/Description]. Due to [briefly explain the reason for the adjustment, e.g., unforeseen circumstances, delays in material supply], we are unable to meet the originally agreed timeline.

We propose the following adjustments to the schedule:

- Original Completion Date: [Insert Original Date]
- Proposed New Completion Date: [Insert New Date]
- Reason for Delay: [Brief Description]

We believe that these adjustments will allow us to maintain the quality of work expected by your team and ensure the project's overall success. We appreciate your understanding and cooperation in this matter.

Thank you for considering our request. Please let us know a suitable time for further discussion.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]