

Letter of Cost Renegotiation

Date: [Insert Date]

[Subcontractor's Name]

[Subcontractor's Address]

[City, State, Zip Code]

Dear [Subcontractor's Name],

I hope this message finds you well. As we continue to move forward with our ongoing project, I would like to discuss the current terms of our subcontracting agreement.

Due to [reason for renegotiation, e.g., changes in project scope, market conditions], we believe it is necessary to revisit our cost structure. Our objective is to ensure that both parties remain profitable and that we can effectively execute the project to meet our clients' expectations.

I propose that we schedule a meeting to discuss this matter at your earliest convenience. Please let me know your available dates and times so we can come to a mutually agreeable solution.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]