

Subcontractor Fee Adjustment Request

Date: [Insert Date]

[Your Name]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an adjustment to the subcontractor fees agreed upon in our contract dated [Insert Contract Date]. Due to [briefly describe the reason for the adjustment, e.g., increased material costs, additional services required, etc.], I believe it is necessary to re-evaluate the fee structure.

Specifically, I propose an adjustment of [insert proposed fee adjustment] to better reflect the current project requirements and associated costs.

I appreciate your consideration of this request and am open to discussing it further at your earliest convenience. Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]