

Subcontractor Scope Change Notification

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Subject: Notification of Scope Change

Dear [Recipient's Name],

We are writing to notify you of a change in the scope of work for [Project Name/Number] as discussed in our recent communications.

Details of the scope change are as follows:

- Original Scope: [Detail the original scope]
- Requested Change: [Detail the requested change]
- Effective Date: [Insert Date of Change]

This change has arisen due to [brief explanation of the reason for the change]. We believe this adjustment will [mention any benefits or necessary outcomes].

Please review this change and provide your acknowledgment by [Insert Response Date]. Should you have any questions, feel free to reach out to us at [Your Contact Information].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]