

Subcontractor Termination Appeal Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally appeal the decision to terminate our subcontractor agreement for [Project Name/Description], which was communicated to us on [Date of Termination Notification]. We believe that this action was based on recent changes to the project scope that we feel can be addressed adequately through discussion and clarification.

Since the inception of our contract, [Your Company] has consistently adhered to the project requirements and delivered quality work. The recent changes to the project scope, while significant, were not communicated in a manner that allowed us the opportunity to adjust our approach accordingly.

We respectfully request a meeting to discuss these changes and explore how we can continue to contribute positively to the project. We are committed to fulfilling our obligations and believe that together, we can find a satisfactory way forward.

Thank you for your understanding and consideration of our appeal. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]