

Modifications Request for Additional Services

Date: [Insert Date]

To: [Client's Name]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: Request for Modification of Subcontractor Work

I hope this message finds you well. I am writing to formally request a modification to our existing subcontract agreement dated [Insert Original Contract Date]. Due to [briefly explain the reason for additional services], we propose the inclusion of additional services that will enhance the project's success.

Details of the requested modification are as follows:

- Additional Service 1: [Description]
- Additional Service 2: [Description]
- Proposed Adjusted Timeline: [Insert Timeline]
- Proposed Additional Cost: [Insert Amount]

We believe these modifications are critical to meet the project's needs and ensure timely completion. We are open to discussing this request further and welcome any questions you may have.

Thank you for your consideration. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]