

Subcontractor Work Modification Request

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert Recipient Title]

[Insert Company Name]

[Insert Company Address]

Dear [Insert Recipient Name],

I hope this message finds you well. I am writing to formally request a modification to our current subcontract agreement dated [Insert Original Agreement Date]. Due to [briefly explain reason for budget revision, e.g., unforeseen circumstances, material cost increases], we find it necessary to adjust the budget allocated for [insert specific task or project name].

The original budget was set at [Insert Original Budget Amount], and we are requesting a revised budget of [Insert Requested Budget Amount]. This adjustment is essential to ensure that we can continue to meet the project deadlines and maintain the quality of work expected.

Attached to this letter are supporting documents detailing the changes in costs and the reasons for the requested adjustment. We appreciate your understanding and consideration of this request and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]