

# Modification Request for Change in Materials

Date: [Insert Date]

To: [General Contractor's Name]

From: [Subcontractor's Name]

Subject: Request for Change in Materials

Dear [General Contractor's Name],

I hope this message finds you well. I am writing to formally request a modification to our subcontract regarding the materials specified for [Project Name or Description].

Upon review of the current materials, we have identified the need to change from [Current Material] to [Proposed Material]. This change is necessary due to [reason for change, e.g., availability issues, cost efficiency, improved performance].

We believe that this adjustment will not only maintain the quality of work but potentially enhance the overall outcome of the project. Attached you will find supporting documentation, including specifications, cost implications, and availability information for the proposed materials.

We kindly ask for your approval of this request at your earliest convenience to avoid any delays in the project timeline.

Thank you for considering this request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Subcontractor's Company Name]

[Contact Information]