

Subcontractor Work Modification Request

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

Subject: Request for Personnel Change

Dear [Contractor's Name],

We are writing to formally request a modification to our subcontractor agreement regarding personnel changes. Due to [reason for the change], we propose to replace [Current Personnel Name] with [New Personnel Name] effective [Proposed Start Date].

[New Personnel Name] has [brief description of qualifications and experience] and we believe this change will enhance the overall quality and efficiency of the project.

We are committed to maintaining the project schedule and ensuring a smooth transition. Please let us know if you need any further information or if there are specific procedures we should follow for this modification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]