

Subcontractor Work Modification Request

Date: [Insert Date]

To: [Insert General Contractor's Name]

From: [Insert Subcontractor's Name]

Subject: Request for Scope Adjustment

Dear [General Contractor's Name],

I am writing to formally request a modification to the scope of work outlined in our subcontract dated [Insert Date]. During the course of the project, we have identified certain adjustments necessary to meet the evolving project requirements.

Current Scope of Work

[Briefly describe the current scope of work]

Proposed Modifications

[Clearly outline the proposed changes to the scope of work]

Reason for Adjustment

[Explain the reasons for the requested adjustment]

Impact on Schedule and Cost

[Provide any necessary information on how this request will impact the project schedule and costs]

We appreciate your understanding and cooperation in this matter. We look forward to your prompt response so that we can proceed accordingly.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Subcontractor's Company Name]

[Contact Information]