

Subcontractor Work Modification Request

Date: [Insert Date]

To: [General Contractor's Name]

From: [Subcontractor's Name]

Subject: Request for Modification of Work Scope

Dear [General Contractor's Name],

I hope this message finds you well. I am writing to formally request a modification to our current subcontractor agreement concerning the workflow for [specific project name or description].

Due to [briefly describe the reason for the modification, e.g., unforeseen circumstances, design changes, etc.], we believe that an alteration in our workflow is necessary to ensure the successful completion of the project.

We propose the following changes:

- [Describe proposed alteration #1]
- [Describe proposed alteration #2]
- [Describe proposed alteration #3]

We believe these modifications will enhance efficiency and improve overall project outcomes. Please let us know a convenient time for us to discuss this matter further or if you require any additional information to facilitate your decision.

Thank you for your attention to this request. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Subcontractor Company Name]

[Contact Information]