

# Subcontractor Order Confirmation

**Date:** [Insert Date]

**To:** [Subcontractor Name]

**From:** [Your Company Name]

**Project Name:** [Project Name]

**Change Order Number:** [Change Order Number]

**Dear [Subcontractor Name],**

We are writing to confirm the receipt of your change order request dated [Insert Date of Change Order Request]. After review, we have approved the following changes for the project:

- **Description of Change:** [Description of the Change]
- **Reason for Change:** [Reason]
- **Additional Costs:** \$[Amount]
- **New Completion Date:** [New Date]

Please acknowledge receipt of this confirmation by signing below and returning a copy to us.

**Accepted by:** \_\_\_\_\_

**Print Name:** [Subcontractor Representative Name]

**Date:** \_\_\_\_\_

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]