

Material Specification Update

Date: [Insert Date]

To: [Subcontractor Name]

[Subcontractor Address]

Dear [Subcontractor Name],

We are writing to inform you of an update to the material specifications required for the [Project Name] as part of our ongoing collaboration.

Updated Material Specifications

Material Type	New Specification	Remarks
[Material 1]	[New Spec 1]	[Remarks 1]
[Material 2]	[New Spec 2]	[Remarks 2]

Please ensure that these updated specifications are incorporated into your work by [Insert Deadline]. If there are any questions or further clarifications needed, do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]