

Letter of Subcontractor Priority Adjustment

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

To:

[Subcontractor's Name]

[Subcontractor's Company Name]

[Subcontractor's Address]

[City, State, ZIP Code]

Dear [Subcontractor's Name],

Subject: Adjustment of Subcontractor Priority

We are writing to inform you about an adjustment in the priority of subcontractors for the ongoing projects. Due to [reason for adjustment], we have decided to revise the priority rankings, and as a result, your position will change from [previous position] to [new position].

We appreciate your hard work and commitment to our projects and believe that this adjustment will allow us to optimize our resources more effectively.

If you have any questions or require further clarification, please do not hesitate to reach out to me directly at [Your Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]