

Contract Modification Notification

Date: [Insert Date]

To: [Subcontractor Name]
[Subcontractor Address]
[City, State, Zip Code]

Dear [Subcontractor Name],

We would like to inform you of a modification to our existing subcontract agreement dated [Original Contract Date], regarding [Project Name/Description].

The following modifications are hereby made:

1. **Modification Description 1:** [Details of modification]
2. **Modification Description 2:** [Details of modification]

All other terms and conditions of the original contract shall remain in effect unless specifically modified by this notification.

Please sign and return a copy of this letter to acknowledge your acceptance of the modifications.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]

Accepted and Agreed:

[Subcontractor Representative Name]
[Title]
[Date]