

Project Scope Adjustment Letter

Date: [Insert Date]

To: [Subcontractor Name]

Address: [Subcontractor Address]

Dear [Subcontractor Name],

We are reaching out to discuss an adjustment to the scope of our project, [Project Name], originally outlined in our agreement dated [Original Agreement Date]. After recent assessments and project developments, we believe it is necessary to make the following changes:

Revised Scope:

- [Detail the specific change 1]
- [Detail the specific change 2]
- [Detail the specific change 3]

We request your confirmation of these changes by [Response Deadline]. If you have any questions or require further clarification, please feel free to reach out to me directly at [Your Contact Information].

Thank you for your attention to this matter and your continued collaboration on this project.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Contact Information]