

# Change in Contractor Availability Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of a change in the availability of our contractor, [Contractor's Name]. Due to [reason for change, e.g., unforeseen circumstances, scheduling conflicts], [he/she/they] will no longer be available to work on the [project name] project starting [effective date].

We understand the importance of this project and are committed to ensuring a smooth transition. Therefore, we will be providing an alternative contractor, [New Contractor's Name], who will take over from [Contractor's Name]. [He/She/They] has [brief description of new contractor's experience or qualifications].

Please feel free to reach out to us if you have any questions or require further clarification regarding this change. We appreciate your understanding and cooperation in this matter.

Thank you for your attention to this notification.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]