

Notification of Scheduling Change

Date: [Insert Date]

To: [Subcontractor's Name]

From: [Your Name/Your Company]

Subject: Change in Work Schedule

Dear [Subcontractor's Name],

We would like to inform you of a change in the schedule for the upcoming work on the [Project Name]. The following adjustments have been made:

- Original Start Date: [Original Start Date]
- New Start Date: [New Start Date]
- Original Completion Date: [Original Completion Date]
- New Completion Date: [New Completion Date]

We apologize for any inconvenience this may cause and appreciate your understanding and flexibility.

Please confirm your receipt of this notification and your availability for the new schedule.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]