

# Subcontractor Addendum Request

Date: [Insert Date]

To: [Contractor's Name]  
[Contractor's Company Name]  
[Contractor's Address]  
[City, State, Zip Code]

From: [Subcontractor's Name]  
[Subcontractor's Company Name]  
[Subcontractor's Address]  
[City, State, Zip Code]

## **Subject: Request for Subcontractor Addendum**

Dear [Contractor's Name],

I hope this message finds you well. I am writing to formally request an addendum to our subcontract regarding [specific project name or number] due to [brief explanation of the reason, e.g., scope changes, additional work required, etc.].

We believe that these changes are necessary to [brief justification, e.g., meet project specifications, comply with new regulations, etc.]. Attached, you will find documentation supporting this request, including [list any attached documents, if applicable].

We appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me at [your phone number] or [your email address] if you have any questions or require further information.

Thank you for your consideration.

Sincerely,

[Your Name]  
[Your Position]  
[Subcontractor's Company Name]  
[Your Phone Number]  
[Your Email Address]