

Letter of Inquiry for Subcontractor Adjustment

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]

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

Dear [Subcontractor's Name],

Subject: Inquiry for Adjustment of Contract Terms

I hope this message finds you well. I am writing to request a review and discussion regarding certain adjustments related to our ongoing contract [insert contract number or title] dated [insert date].

There have been some unforeseen circumstances that have affected the scope of work, and we would like to explore potential adjustments to the terms, including [briefly outline specific adjustments or issues]. This inquiry is intended to ensure mutual understanding and uphold the quality and efficiency of our project.

Please let us know your availability for a meeting to discuss this matter further. We value your partnership and look forward to finding a viable solution together.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Phone Number]
[Your Email Address]