

Subcontractor Alteration Proposal

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Company Name]

[Contractor's Address]

From: [Subcontractor's Name]

[Subcontractor's Company Name]

[Subcontractor's Address]

Subject: Proposal for Alteration

Dear [Contractor's Name],

I hope this message finds you well. I am writing to propose an alteration to our existing subcontract agreement regarding [specific details of the project].

Project Name: [Insert Project Name]

Current Scope of Work: [Insert Current Scope]

Proposed Changes: [Describe the changes you wish to make]

Rationale: [Explain the reasons for the proposed alterations and any anticipated benefits]

Attached is a detailed outline of the proposed alteration, including any relevant documents and cost implications. I believe this adjustment will enhance the project's success.

I would appreciate your consideration of this proposal and look forward to your feedback.

Thank you for your attention to this matter.

Sincerely,

[Subcontractor's Name]

[Subcontractor's Title]

[Subcontractor's Company Name]

[Subcontractor's Phone Number]

[Subcontractor's Email Address]