

Amendment Request Letter

Date: [Date]

To: [Subcontractor Name]
[Subcontractor Address]
[City, State, Zip Code]

From: [Contractor Name]
[Contractor Address]
[City, State, Zip Code]

Subject: Amendment Request to Subcontract Agreement

Dear [Subcontractor Name],

I hope this message finds you well. I am writing to formally request an amendment to our existing subcontract agreement dated [original contract date]. Due to [briefly explain reason for amendment, e.g., changes in project scope, scheduling adjustments, etc.], we believe it is necessary to make the following modifications:

- [Detail amendment 1]
- [Detail amendment 2]
- [Detail amendment 3]

We believe that these amendments will benefit both parties and ensure the successful completion of our project. Please review the proposed changes and let us know your thoughts by [response deadline date].

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

Sincerely,

[Your Name]
[Your Title]
[Contractor Company Name]
[Contact Information]