

# Modification Notice

Date: [Insert Date]

To: [Subcontractor's Name]

Address: [Subcontractor's Address]

From: [Contractor's Name]

Address: [Contractor's Address]

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Subject: Notice of Modification to Subcontract Agreement

Dear [Subcontractor's Name],

We are writing to formally notify you of modifications to our subcontract agreement dated [Insert Original Date of Agreement]. The following changes are being made:

- Modification 1: [Description of Modification 1]
- Modification 2: [Description of Modification 2]
- Modification 3: [Description of Modification 3]

Please review the modifications carefully and acknowledge receipt of this notice by signing below and returning a copy to us by [Insert Deadline Date].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Contractor's Company Name]

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I, [Subcontractor's Name], acknowledge the receipt of this modification notice and agree to the changes as outlined above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_