

Scope Change Notification

Date: [Insert Date]

To: [Subcontractor's Name]

From: [Contractor's Name]

Subject: Scope Change Notification

Dear [Subcontractor's Name],

This letter serves as a formal notification of a change in the scope of work as outlined in our original agreement dated [Insert Agreement Date].

Description of Change:

- [Detail the specific changes in the scope of work]

Impact on Timeline:

[Describe any impact this change may have on the project timeline]

Impact on Costs:

[Detail any changes in costs associated with the scope change]

Please acknowledge receipt of this notification and confirm your agreement with the changes outlined herein by signing and returning a copy of this letter by [Insert Response Deadline].

If you have any questions or require further clarification, please do not hesitate to contact me at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Contractor's Company Name]

[Contact Information]