

Letter of Adjustment to Subcontractor Terms

Date: [Insert Date]

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

Dear [Subcontractor's Name],

We hope this letter finds you well. We are writing to formally address and adjust the terms of our existing subcontractor agreement dated [Insert Original Agreement Date]. After careful review, we believe that certain terms require modification to better reflect our mutual needs and current circumstances.

The changes are as follows:

- **Scope of Work:** [Details of Adjustment]
- **Payment Terms:** [Details of Adjustment]
- **Timeline:** [Details of Adjustment]
- **Additional Clauses:** [Details of Adjustment]

We value your partnership and believe that these adjustments will help enhance our collaboration. We kindly ask you to review and provide your acknowledgment of these changes by [Insert Deadline]. Should you have any questions or require further discussions, please do not hesitate to reach out.

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

Sincerely,

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