

[Your Company Letterhead]

[Date]

[Subcontractor's Name]

[Subcontractor's Address]

[City, State, Zip Code]

Subject: Amendment to Subcontract Agreement

Dear [Subcontractor's Name],

We hope this letter finds you well. This letter serves as an official amendment to the subcontract agreement dated [Original Contract Date] between [Your Company Name] and [Subcontractor's Name].

****Amendment Details:****

1. ****Scope of Work****: [Description of changes to the scope of work]

2. ****Compensation****: [Details regarding any changes in compensation or payment terms]

3. ****Timeline****: [Revised timelines or deadlines]

4. ****Other Provisions****: [Any additional modifications or provisions]

All other terms and conditions of the original subcontract remain in effect unless expressly modified by this amendment.

Please sign and return a copy of this letter to indicate your acceptance of these changes.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

****Acknowledgment of Amendment****

I, [Subcontractor's Name], hereby acknowledge and accept the terms of the amendment as outlined above.

[Subcontractor's Name]

[Title]

[Date]