

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Change Order Request - [Project Name/Number]

Dear [Recipient's Name],

We are writing to formally request a change order for the [Project Name/Number] due to [briefly explain reason for change, e.g., unforeseen conditions, design modifications, etc.].

****Change Order Details:****

- ****Description of Change:**** [Detailed description of the work to be added, modified, or deleted]

- ****Reason for Change:**** [Explain why this change is necessary]

- ****Impact on Schedule:**** [Indicate how the change will affect the project timeline]

- ****Cost Implications:**** [Provide an estimated cost for the change and a breakdown of labor/materials]

We request your prompt review and approval of this change order to avoid any delays in the project schedule. Please find attached any necessary documentation to support this request.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

[Optional: Attachments]