

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: GJK Variation Letter

I hope this letter finds you well. I am writing to formally request a variation under the GJK clause in our existing contract dated [Contract Date], regarding [describe the scope of the original contract briefly]. Due to [briefly explain the reason for the variation, e.g., unforeseen circumstances, changes in project scope, etc.], we believe the following changes are necessary:

1. [Detail the first change]
2. [Detail the second change]
3. [Any additional changes]

We anticipate that these adjustments will result in [briefly explain the expected outcomes or benefits of the variation].

Please find attached all necessary documentation supporting our request for this variation. We are keen to discuss this matter further and come to a mutually beneficial agreement.

Thank you for considering this request. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]