

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Subject: Change Order Request

Dear [Recipient's Name],

We are writing to formally request a change order for [Project Name/Description], as per our recent discussions and per the contract dated [Contract Date].

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

- ****Current Scope of Work:**** [Brief description of the current scope]

- ****Proposed Changes:**** [Detailed description of the changes being requested]

- ****Reason for Change:**** [Explain the reason for the change]

- ****Impact on Schedule:**** [Any changes to the project timeline]

- ****Estimated Cost Impact:**** [Details of project cost adjustments, if any]

We appreciate your consideration of this change order and look forward to your prompt response. Please feel free to reach out if you have any questions or require further clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]