

Change Order Letter

[Your Company's Name]

[Your Company's Address]

[City, State, Zip Code]

[Today's Date]

[Recipient's Name]

[Recipient's Title/Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

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

Dear [Recipient's Name],

I hope this letter finds you well. We appreciate your ongoing partnership and collaboration on the [Project/Contract Name].

We are writing to formally request a change order for the aforementioned project/contract. After thorough review and assessment, it has come to our attention that certain modifications and adjustments are necessary to ensure the successful completion of the project and meet the desired objectives.

The details of the proposed change(s) are as follows:

1. Change Description:

- [Provide a detailed description of the requested change(s)]

2. Reason for Change:

- [Explain the reason(s) behind the requested change(s)]

3. Impact on Project Schedule:

- [Indicate any expected time implications, such as delays or accelerated timelines]

4. Impact on Project Budget:

- [Specify the estimated cost implications of the change(s)]

5. Supporting Documentation:

- [Attach any relevant documentation or drawings to support the change request]

We have carefully evaluated the implications of the proposed change(s) on both the project timeline and budget and are confident that implementing these adjustments will enhance the overall outcome and ensure the project's success.

We kindly request your prompt review and approval of this change order request. Upon your approval, we will promptly update all necessary documentation and initiate the required modifications.

If you have any questions or require further information regarding this change order request, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company]

[Your Contact Information]