

Official Construction Change Order Letter

Subject: Change Order Request " [Project Name]

Dear [Recipient's Name],

This letter serves as a formal request to implement a change in the scope of work for the [Project Name]. The requested changes include [describe specific changes in detail], which are necessary due to [reason for change].

Please review the attached revised specifications and confirm approval. Additionally, adjustments to the project timeline and budget are proposed as follows: [insert details].

We appreciate your prompt attention to this matter and look forward to your confirmation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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