

Preliminary Change Request Letter

Subject: Provisional Change Order for [Project Name]

Dear [Recipient's Name],

We request a provisional change order for [Project Name] regarding [specific change]. This change is preliminary and may require further adjustments pending your review.

Kindly provide feedback on feasibility and associated costs so we can proceed with formal approval.

Thank you for your cooperation.

Best regards,

[Your Name]

[Position]

[Company Name]

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