

Comprehensive Change Order Letter

Subject: Request for Change Order " [Project Name]

Dear [Recipient's Name],

I am writing to request a change order for [Project Name]. The requested modifications include [detailed description of changes] due to [reason, e.g., unforeseen circumstances, client request, regulatory requirement].

Attached is the revised budget reflecting these changes, with new costs totaling [insert amount]. We also propose an updated timeline of [new dates] to accommodate these adjustments.

Please review and approve the proposed changes at your earliest convenience.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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