

Urgent Change Order Transmittal Email

Subject: URGENT - Change Order #[Number] Requires Immediate Approval - [Project Name]

Hi [Recipient Name],

I'm sending this urgent transmittal regarding Change Order #[Number] for the [Project Name] that requires your immediate attention and approval.

Change Order Details:

- Description: [Brief Description of Change]
- Reason: [Unforeseen site condition/Design modification/Code requirement/Owner request]
- Cost Impact: [Dollar Amount] [increase/decrease/no cost]
- Schedule Impact: [Number] days [extension/acceleration/no impact]
- Date Needed: [Specific Date]

This change order has become necessary due to [specific reason] and will impact our ability to proceed with [specific work] if not approved by [deadline]. We've attached detailed cost breakdown and schedule analysis for your review.

Critical Path Impact: This work is on the critical path, and any delay in approval will result in project delays and potential additional costs.

Please review and respond by [Date and Time] so we can proceed without interrupting the construction schedule. I'm available for an immediate call at [Phone Number] if you need any clarification.

Thanks for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Phone]

Get more templates here:

<https://www.lettersandtemplates.com/letters/letter-of-transmittal-construction>