

Change Request Letter

Date: [Insert Date]

To: [Project Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Project Manager's Name],

Subject: Change Request for [Project Name]

I am writing to formally request a change in the scope of work for the [Project Name] located at [Project Address]. The details of the requested change are as follows:

Change Description:

[Provide a detailed description of the change requested]

Reason for Change:

[Explain the reason for the change request]

Impact on Schedule:

[Discuss how the change will affect the project schedule]

Cost Implications:

[Outline any cost implications related to the change]

Please review this change request at your earliest convenience. I am available to discuss this matter further and provide any additional information required.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]