

Change Order Request for Additional Work

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Subject: Change Order Request for Additional Work

Dear [Recipient's Name],

We are writing to formally request a change order for additional work needed for the [Project Name/Description]. The details of the requested changes are as follows:

- **Scope of Work:** [Describe the additional work required]
- **Justification:** [Explain why the additional work is necessary]
- **Estimated Cost:** [Provide an estimate of the additional costs]
- **Impact on Timeline:** [Discuss the impact on the project schedule]

We believe that these changes are essential to the success of the project and would appreciate your prompt attention to this request. Please let us know if you require any further information.

Thank you for considering our request. We look forward to your favorable response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]