

Change Order Request for Cost Increase

Date: [Insert Date]

To: [Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

From: [Your Name]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a change order due to an increase in costs associated with [brief explanation of the project/task]. This increase is a result of [reason for cost increase, e.g., unforeseen circumstances, changes in material costs, etc.].

Below are the details regarding the proposed change:

- **Original Contract Amount:** [Insert Amount]
- **Proposed Change Order Amount:** [Insert Amount]
- **Total Revised Contract Amount:** [Insert Amount]

We believe that this adjustment is necessary to ensure the successful completion of the project. Please find attached supporting documentation for your review.

We appreciate your understanding and prompt attention to this matter. Please do not hesitate to reach out if you have any questions or need further clarification.

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]