

Change Order Request for Design Modification

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Change Order Request for Design Modification

We are writing to formally request a change order regarding the design modifications for [Project Name/Number]. After careful consideration and review, we believe that the following changes will greatly enhance the project's outcome:

- Modification 1: [Description of Modification]
- Modification 2: [Description of Modification]
- Modification 3: [Description of Modification]

This change is being proposed to [reason for modification, e.g., meet client expectations, improve functionality, etc.].

Please find attached the necessary documents for your review. We would appreciate your feedback and approval to proceed with these modifications at your earliest convenience.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]