

Change Order Request

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]

Subject: Change Order Request for Material Changes

Dear [Recipient's Name],

I am writing to formally request a change order regarding the materials specified in [Project Name/Contract Number]. Due to [briefly explain reason for the change], we propose the following changes:

- Original Material: [Original Material Description]
- Proposed Material: [Proposed Material Description]
- Reason for Change: [Explanation of Reason]

We believe that this change will enhance the project's quality and performance, and we aim to minimize any disruptions it may cause. Please let us know how you wish to proceed with this request.

Thank you for considering this change order. We look forward to your prompt response.

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