

Change Order Request for Project Delays

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Project Name: [Project Name]

Project Number: [Project Number]

Subject: Change Order Request Due to Project Delays

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a change order regarding the delays that have impacted the [Project Name]. The following details outline the situation:

1. Description of Delay:

[Provide a brief description of the delay including causes]

2. Impact on Project Schedule:

[Detail how the delay has affected the project timeline]

3. Proposed Changes:

[Outline any proposed changes to the project schedule, tasks, or resources]

4. Revised Cost (if applicable):

[Provide any potential changes in costs or additional budget requirements]

Your attention to this matter is greatly appreciated, and I look forward to your prompt response. Please let me know if you require further information or documentation related to this request.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]