

Change Order Request

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Project Name: [Insert Project Name]

Project Number: [Insert Project Number]

Dear [Recipient's Name],

I am writing to formally request a change order regarding the schedule adjustments for the [Insert Project Name]. Due to [briefly describe reason for schedule adjustment], we find it necessary to revise the current project timeline.

We propose the following adjustments:

- **Original Completion Date:** [Insert Original Date]
- **Proposed New Completion Date:** [Insert New Date]
- **Reason for Change:** [Insert Reason]

We believe that these changes will ensure the successful completion of the project while maintaining quality and efficiency. We kindly ask for your approval on this change order request.

Please feel free to reach out if you need any additional information or clarification regarding this request.

Thank you for your understanding and prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]