

Change Order Request for Scope Expansion

Date: [Insert Date]

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

From: [Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]

Dear [Recipient's Name],

We are writing to formally request a change order due to the expansion of the project scope for [Project Name]. This expansion is essential to meet the updated project goals and client requirements.

Details of the Change Order Request:

- **Current Scope:** [Brief Description of Current Scope]
- **Requested Changes:** [Brief Description of Requested Changes]
- **Impact on Timeline:** [Estimated Impact on Project Timeline]
- **Cost Implications:** [Estimated Additional Costs]

We believe that these changes will significantly enhance the outcomes of the project. Please find attached all supporting documentation for your review.

We appreciate your prompt attention to this request and look forward to your response.

Thank you.

Sincerely,

[Your Name]
[Your Title]
[Your Email]
[Your Phone Number]