

Change Order Request

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Company: [Your Company Name]

Address: [Your Company Address]

Subject: Change Order Request for Specification Changes

Dear [Recipient's Name],

I am writing to formally request a change order due to necessary modifications to the specifications outlined in our original agreement dated [Insert Original Agreement Date]. The proposed changes are as follows:

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

These changes are required due to [Insert reason for changes], and we believe they will enhance the final outcome of the project.

Please review the proposed changes and let us know your approval or any concerns you may have by [Insert deadline for response]. We are committed to maintaining the project's timeline while ensuring quality outcomes.

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

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]