

# Change Order Request for Unforeseen Conditions

Date: [Insert Date]

To: [Contractor/Client Name]

From: [Your Name/Your Company]

Subject: Change Order Request - Unforeseen Conditions

Dear [Contractor/Client Name],

We are writing to formally submit a Change Order Request due to unforeseen conditions encountered during the execution of [Project Name/Description]. These conditions were not anticipated at the time of contract signing and have necessitated adjustments to the original scope of work.

## **Description of Unforeseen Conditions:**

- [Describe the unforeseen condition 1]
- [Describe the unforeseen condition 2]
- [Describe the unforeseen condition 3]

## **Impact on Project:**

- [Describe impact on timeline]
- [Describe impact on costs]

In accordance with the contract provisions, we request a change order to accommodate the necessary adjustments. We propose the following changes:

- [Proposed change 1]
- [Proposed change 2]
- [Proposed change 3]

We appreciate your prompt attention to this matter and look forward to your approval of this change order request. Please feel free to reach out if you have any questions or require further information.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]