

# Change Order Request

Date: [Insert Date]

To: [General Contractor's Name]

From: [Subcontractor's Name]

Project: [Project Name]

Contract Number: [Contract Number]

Change Order Number: [Change Order Number]

## Request for Change Order

Dear [General Contractor's Name],

We are writing to formally request a change order for additional work on the above-mentioned project. The details of this request are as follows:

### Description of Additional Work

[Description of the additional work needed, including any relevant details]

### Reason for Additional Work

[Explain the reason for the additional work and any supporting information]

### Cost Estimate

[Provide a detailed cost estimate for the additional work, including labor, materials, and any other expenses]

### Impact on Schedule

[Discuss how this additional work will impact the project schedule]

### Attachments

[List any attachments or supporting documents included with this request]

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

Sincerely,

[Subcontractor's Name]

[Subcontractor's Company Name]

[Contact Information]