

Change Order Request

Date: [Insert Date]

To: [Contractor's Name]

Address: [Contractor's Address]

From: [Subcontractor's Name]

Address: [Subcontractor's Address]

Subject: Change Order Request for Compliance Issues

Dear [Contractor's Name],

I hope this message finds you well. I am writing to formally request a change order concerning compliance issues that have arisen on the [Project Name/Number]. The details of the compliance issues are as follows:

- Issue Description: [Insert Description]
- Date Identified: [Insert Date]
- Impact on Project Schedule: [Insert Impact]
- Proposed Solution: [Insert Solution]

In order to maintain compliance with [specific regulations/standards], we believe that implementing the proposed changes will be essential. Accordingly, please find attached supporting documents that detail the compliance requirements.

We kindly request your approval for this change order by [Insert Deadline for Approval]. Should you require further information or have any questions, please do not hesitate to reach out at your earliest convenience.

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

Sincerely,

[Subcontractor's Name]
[Subcontractor's Position]
[Subcontractor's Company]
[Contact Information]