

Change Order Request

Date: [Insert Date]

To: [General Contractor's Name]

From: [Subcontractor's Name]

Subject: Change Order Request for Design Modifications

Dear [General Contractor's Name],

I am writing to formally request a change order regarding the recent design modifications associated with [Project Name/Number]. The following details outline the requested changes and the impact on project scope, schedule, and costs:

Requested Changes:

- Description of Change #1: [Brief description]
- Description of Change #2: [Brief description]
- Description of Change #3: [Brief description]

Impact on Project:

These changes will affect the project as follows:

- Impact on Schedule: [Specify how the schedule will be affected]
- Impact on Costs: [Provide a cost estimate for the changes]
- Additional Resources Needed: [Specify if additional resources are required]

Attached are documentation and any relevant sketches to support this request.

Please review this change order request at your earliest convenience. Should you have any questions or require further clarification, feel free to contact me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Subcontractor's Company Name]

[Phone Number]

[Email Address]