

Change Order Request

Date: [Insert Date]

To: [General Contractor's Name]

From: [Subcontractor's Name]

Project Name: [Project Name]

Project Address: [Project Address]

Subject: Change Order Request for Labor Rate Adjustments

Dear [General Contractor's Name],

I am writing to formally request a change order for adjustments to labor rates effective [Insert Effective Date]. Due to [brief explanation of reason, e.g., increases in labor costs, changes in market conditions], the current labor rates originally agreed upon in our contract are no longer sustainable.

The proposed adjustments are as follows:

- **Current Rate:** [Current Labor Rate]
- **Proposed Rate:** [New Labor Rate]
- **Scope of Work Affected:** [Brief Description of Affected Work]

We believe these adjustments are necessary to maintain the quality and efficiency of work on the project. We appreciate your understanding and consideration of this request.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or require further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Subcontractor's Company Name]

[Subcontractor's Address]