

# Change Order Request

Date: [Insert Date]

To: [Contractor's Name]  
[Contractor's Company]  
[Contractor's Address]  
[City, State, Zip Code]

From: [Subcontractor's Name]  
[Subcontractor's Company]  
[Subcontractor's Address]  
[City, State, Zip Code]

Subject: Change Order Request for Material Cost Adjustments

Dear [Contractor's Name],

We are submitting this Change Order Request for material cost adjustments related to Project [Project Name/Number]. Due to [reason for cost adjustment, e.g., market fluctuations, unexpected delivery delays, etc.], we have experienced significant increases in material costs.

Below is the summary of the adjusted costs:

- Original Material Cost: \$[Original Cost]
- Adjusted Material Cost: \$[Adjusted Cost]
- Difference: \$[Difference]

We kindly request your approval of this change order to accommodate the adjusted material costs. Please find attached documentation supporting this request, including invoices and quotes from suppliers.

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

Sincerely,

[Subcontractor's Name]  
[Subcontractor's Title]  
[Subcontractor's Company]  
[Phone Number]  
[Email Address]