

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[General Contractor's Name]

[General Contractor's Company Name]

[General Contractor's Address]

[City, State, Zip Code]

Subject: Change Order Request for Resource Allocation Changes

Dear [General Contractor's Name],

I hope this message finds you well. I am writing to formally request a change order regarding the resource allocation for [Project Name], specifically concerning the need for additional resources due to [reason for request, e.g., unexpected project demands, delays, etc.].

The following changes are proposed:

- Increase in labor hours from [current hours] to [new hours]
- Additional materials required: [List of materials]
- Adjustments in timelines for [specific tasks]

We anticipate that these changes will enhance project efficiency and ensure timely completion. Please find attached any supporting documents that further outline this request.

I kindly request your prompt attention to this matter and look forward to discussing this change order further. Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]