

Change Order Request for Schedule Extension

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Company Name]

[Contractor's Address]

Subject: Request for Change Order - Schedule Extension

Dear [Contractor's Name],

We are writing to formally request a change order regarding our subcontract on the [Project Name] for an extension of the project schedule.

The reasons for this request include:

- [Reason 1: Brief description]
- [Reason 2: Brief description]
- [Reason 3: Brief description]

Given these circumstances, we kindly request an extension of [number of days/weeks] to the current project schedule.

Please find attached supporting documentation for your review.

Thank you for considering our request. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Subcontractor's Company Name]

[Contact Information]