

Change Order Request for Scope Clarification

Date: [Insert Date]

To: [General Contractor's Name]

From: [Subcontractor's Name]

Project Name: [Project Name]

Project Address: [Project Address]

Contract Number: [Contract Number]

Dear [General Contractor's Name],

We are writing to formally request a change order regarding the scope of work for the above-referenced project. Due to [briefly explain reason for change or clarification needed], we seek clarification on the following items:

- [Item 1 - Description]
- [Item 2 - Description]
- [Item 3 - Description]

We believe that addressing these issues will allow us to proceed effectively and avoid any potential delays in project completion.

Please review this request at your earliest convenience. We appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Subcontractor's Name]
[Subcontractor's Title]
[Subcontractor's Company Name]
[Contact Information]