

Change Order Request for Unforeseen Conditions

Date: [Insert Date]

To: [Contractor's Name]

Company: [Contractor's Company]

Address: [Contractor's Address]

From: [Subcontractor's Name]

Company: [Subcontractor's Company]

Address: [Subcontractor's Address]

Subject: Change Order Request for Unforeseen Conditions - [Project Name/Number]

Dear [Contractor's Name],

We are writing to formally request a change order due to unforeseen conditions encountered on the job site related to [specific location/area affected]. During the execution of our work on [specific task], we identified [describe the unforeseen condition].

This condition was not anticipated in the original scope of work as outlined in our contract dated [contract date]. The implications of addressing this issue include [briefly describe potential impacts such as time delays, cost increases, etc.].

As such, we respectfully request an adjustment to the contract amount of [insert amount] and an extension of [insert days/weeks] to the completion schedule to accommodate this unforeseen condition. Attached you will find the detailed documentation including photographs, impact assessments, and any relevant correspondence for your review.

We appreciate your prompt attention to this matter and look forward to discussing this change order request further. Please do not hesitate to reach out to us at [your phone number] or [your email address].

Thank you for your understanding.

Sincerely,

[Subcontractor's Name]

[Title]

[Subcontractor's Company]