

Change Order Request

Date: [Insert Date]

To: [Insert Contractor's Name]

From: [Insert Subcontractor's Name]

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

Details of Change Order

1. Change Order Number: [Insert Number]
2. Description of Change: [Insert Description]
3. Reason for Change: [Insert Reason]
4. Impact on Schedule: [Insert Impact]
5. Cost Impact: [Insert Cost Details]

Request for Approval

Please review the above change order request. We request your approval to proceed with the changes outlined herein.

Thank you for your attention to this matter. If you have any questions, please feel free to contact me directly at [Insert Contact Information].

Sincerely,

[Insert Subcontractor's Name]

[Insert Subcontractor's Position]

[Insert Subcontractor's Company Name]

[Insert Subcontractor's Contact Information]