

Change Order Proposal

Date: [Insert Date]

To: [General Contractor's Name]

From: [Subcontractor's Name]

Project Name: [Project Name]

Project Address: [Project Address]

Subject: Change Order Proposal No. [Insert Number]

Dear [General Contractor's Name],

We are submitting this Change Order Proposal for your review and approval regarding the scope of work at the above-mentioned project. The following details outline the proposed changes:

1. Description of Work

[Provide a detailed description of the work to be added, modified, or deleted.]

2. Reason for Change

[Explain the reason for the change, referencing any relevant documents or discussions.]

3. Cost Breakdown

- Labor: \$[Amount]
- Materials: \$[Amount]
- Equipment: \$[Amount]
- Other: \$[Amount]
- **Total: \$[Total Amount]**

4. Time Impact

[Detail any impacts this change will have on the project schedule.]

We appreciate your prompt attention to this Change Order Proposal and look forward to your approval so we may proceed with the outlined work. If you have any questions or require further information, please do not hesitate to contact us.

Sincerely,

[Subcontractor's Name]

[Subcontractor's Title]

[Subcontractor's Company Name]

[Contact Information]