

# Construction Contract Addendum

**Date:** [Insert Date]

**From:** [Your Company Name]

**To:** [Contractor's Name]

**Subject:** Addendum to Contract for Budget Modifications

Dear [Contractor's Name],

This letter serves as an official addendum to the construction contract dated [Original Contract Date], regarding the project at [Project Address]. Due to [reason for budget modification, e.g., unforeseen circumstances, changes in project scope], we find it necessary to modify the original budget.

## Modification Details

- **Original Budget:** \$[Original Amount]
- **Proposed Budget:** \$[New Amount]
- **Reason for Modification:** [Detailed Reason]
- **Effective Date:** [Effective Date of Changes]

Please review this addendum and provide your written acknowledgment by signing below. If you have any questions or require further clarification, do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email]

## Acknowledgment

I, [Contractor's Name], acknowledge the receipt and acceptance of this addendum.

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[Contractor's Signature] Date: \_\_\_\_\_