

Change Order Notification

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company Name]

Address: [Recipient Address]

Subject: Change Order for Construction Site Logistics

Dear [Recipient Name],

We are writing to formally notify you of a change order regarding the logistics on the construction site for the [Project Name]. This change is necessary due to [briefly explain reason for change].

Details of Change Order:

- Change Order Number: [Insert Change Order Number]
- Description of Changes: [Insert detailed description]
- Effective Date: [Insert Effective Date]
- Impact on Schedule: [Explain any schedule adjustments]
- Cost Implications: [Insert cost changes associated with the change]

Please review and acknowledge receipt of this change order. If you have any questions or require further discussion, do not hesitate to reach out.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]