

# Letter of Agreement Adjustment

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: Adjustment to Construction Project Agreement

We are writing to formally address and document the adjustments to our existing agreement regarding the construction project at [Project Address].

After our recent discussions, we propose the following adjustments:

- Adjustment 1: [Description of the adjustment]
- Adjustment 2: [Description of the adjustment]
- Adjustment 3: [Description of the adjustment]

We believe that these changes will enhance the efficiency and overall outcome of the project. Please review the proposed adjustments and provide your feedback at your earliest convenience.

If you agree with the adjustments as outlined, please sign below to confirm your acceptance:

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[Client's Name]

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]