

Change Proposal for Construction Contract

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip]

Subject: Change Proposal for [Project Name / Contract Number]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to propose changes to our existing construction contract, specifically regarding [briefly describe the section/part that needs change].

Details of the proposed changes are as follows:

- **Current Terms:** [Describe current terms]
- **Proposed Changes:** [Describe proposed changes]
- **Justification:** [Explain the reason for the change]
- **Impact on Cost/Timeline:** [Explain how it affects cost or timeline]

We are confident that these changes will benefit the project and align with our mutual goals. Please review this proposal at your earliest convenience, and we look forward to your feedback.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email]