

Construction Contract Modification Request

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to formally request a modification to the existing construction contract between [Your Company Name] and [Recipient's Company Name], dated [Original Contract Date].

Due to [briefly explain reason for modification, e.g., unforeseen circumstances, design changes, etc.], we believe it is necessary to adjust the terms of our agreement. The specific changes we are proposing are as follows:

1. [Modification #1: Describe the change required]
2. [Modification #2: Describe the change required]
3. [Modification #3: Describe the change required]

We believe these modifications will enhance the project outcome and ensure timely completion. Please review our request at your earliest convenience, and feel free to reach out to discuss this matter further.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]