

Construction Contract Revision Notification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notification of Contract Revision

Dear [Recipient Name],

We are writing to inform you of a revision to the construction contract originally signed on [Original Contract Date]. After careful consideration and in light of [brief reason for revision, e.g., project scope changes, regulatory updates, etc.], we have deemed it necessary to amend certain terms of our agreement.

The key changes include:

- Revised Project Timeline: [Insert new timeline]
- Updated Budget: [Insert new budget details]
- Scope of Work Modifications: [Briefly describe modifications]

Please review the attached revised contract and provide your feedback by [feedback deadline]. Should you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]