

Request for Amendment to Construction Contract

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an amendment to our existing construction contract dated [Insert Date of Original Contract], regarding [Brief Description of Project/Contract].

Upon reviewing the project status and the current scope of work, we have identified the necessity to [Briefly Describe Changes Needed]. This adjustment aims to ensure that we meet our project goals and timelines effectively.

We believe that this amendment will provide mutual benefits to both parties and maintain the integrity of our ongoing collaboration. Attached to this letter, you will find all pertinent documentation supporting our request for this amendment.

We kindly ask you to review this request and look forward to discussing it further at your earliest convenience. Please let us know a suitable time for a meeting or if you require any additional information.

Thank you for your attention to this matter. We appreciate your cooperation and understanding.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]