

Change Order Request

Date: [Insert Date]

To: [Client's Name]

From: [Contractor's Name]

Project Name: [Project Name]

Project Address: [Project Address]

Subject: Change Order Request for Additional Work

Dear [Client's Name],

We are writing to formally request a change order for the additional work required for [Brief Description of the Additional Work]. This work was not included in the original scope of our contract dated [Original Contract Date].

Details of Additional Work:

- **Description of Work:** [Detailed Description]
- **Reason for Additional Work:** [Reason]
- **Estimated Cost:** [Cost Estimate]
- **Estimated Timeframe for Completion:** [Timeline]

We believe that this additional work is necessary for the successful completion of the project and appreciate your prompt attention to this request. Please let us know if you require further details or wish to discuss this matter further.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]