

Change Order Request

Date: [Insert Date]

To: [Client/Project Manager Name]

From: [Contractor Name]

Project: [Project Name]

Contract Number: [Contract Number]

Subject: Change Order Request for Budget Revision

Dear [Client/Project Manager Name],

We are submitting this change order request to propose a revision to the budget for the above-referenced project. This request is due to [briefly describe reason for budget revision, e.g., unforeseen site conditions, material price increases, etc.].

Details of the Change Order:

- **Current Contract Amount:** \$[Current Amount]
- **Proposed Additional Amount:** \$[Additional Amount]
- **Revised Contract Amount:** \$[Revised Amount]

Justification:

[Provide a detailed explanation of the reasons for the requested budget revision and any supporting documentation.]

We appreciate your consideration of this change order request and look forward to your prompt response. Please feel free to contact us at [Contractor Phone Number] or [Contractor Email] for any further information.

Thank you.

Sincerely,

[Contractor Name]

[Contractor Title]

[Contractor Company]