

# Change Order Request for Design Alterations

Date: \_\_\_\_\_

To: [Client Name]

From: [Contractor Name]

Project Name: [Project Name]

Project Address: [Project Address]

Change Order Number: \_\_\_\_\_

Dear [Client Name],

We are writing to formally request a change order for design alterations related to the above-referenced project. After careful review and consideration, we recommend the following changes:

- **Alteration Description:** [Brief description of the design alteration needed]
- **Reason for Change:** [Explain the reason for the alteration]
- **Impact on Project Schedule:** [Discuss how this change may affect the timeline]
- **Additional Costs:** [Outline any additional costs associated with the change]

Please review the proposed changes at your earliest convenience. We believe that these alterations will enhance the project's overall success and meet your expectations.

We appreciate your prompt attention to this matter. Should you have any questions or require further details, please do not hesitate to contact us.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Contractor Company Name]

[Contact Information]