

Change Order Request

Date: [Insert Date]

To: [Client's Name]

From: [Your Company Name]

Project: [Project Name]

Contract No: [Contract Number]

Dear [Client's Name],

We are writing to formally request a change order regarding the labor costs associated with the ongoing project. Due to [reason for labor cost adjustment, e.g., unforeseen circumstances, material shortages], we find it necessary to adjust the labor costs outlined in our initial contract.

Details of the Change Order Request:

- Original Labor Cost: \$[Original Cost]
- Proposed Adjusted Labor Cost: \$[Adjusted Cost]
- Justification: [Brief justification for the adjustment]
- Impact on Project Timeline: [Description of any impacts]

We appreciate your understanding and hope to resolve this matter promptly. Please feel free to contact us at your earliest convenience to discuss this request further.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]