

Change Order Request for Material Changes

Date: [Date]

To: [Client's Name]

From: [Contractor's Name]

Contract Number: [Contract Number]

Subject: Change Order Request - Material Changes

Dear [Client's Name],

We are writing to formally request a change order regarding the materials specified in the original contract for the above-referenced project.

Details of Change Order:

- **Original Material:** [Original Material Description]
- **Proposed Material:** [Proposed Material Description]
- **Reason for Change:** [Reason]
- **Cost Impact:** [Cost Impact Description]
- **Schedule Impact:** [Schedule Impact Description]

We believe that these changes are necessary to achieve the desired outcome for the project and we appreciate your prompt attention to this request. Please let us know if you require further information or documentation regarding this change order.

Thank you for your consideration.

Sincerely,

[Contractor's Name]

[Contractor's Title]

[Company Name]

[Contact Information]