

# Change Order Request

Date: [Insert Date]

To: [Client's Name]

From: [Contractor's Name]

Project: [Project Name]

Contract Number: [Contract Number]

Subject: Change Order Request for Project Specifications Update

Dear [Client's Name],

We are writing to formally request a change order for the project referred to above. This request is necessitated by updates to the project specifications which require adjustments in scope of work.

## Details of Change Order:

- **Description of Change:** [Detailed description of the changes required]
- **Reason for Change:** [Reason for the specification update]
- **Impact on Schedule:** [Impact on project timeline]
- **Cost Implications:** [Estimated additional costs]

We appreciate your understanding and prompt attention to this matter. Please let us know if you require further details or wish to discuss this request.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title]

[Contractor Company Name]

[Contact Information]