

Change Order Request for Schedule Adjustment

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We hereby submit this Change Order Request to formally request an adjustment to the project schedule for [Project Name], [Project Address]. Due to [reason for schedule adjustment], we believe a revision is necessary to maintain project quality and compliance.

Details of the Change Order Request:

- **Original Completion Date:** [Original Date]
- **Proposed New Completion Date:** [New Date]
- **Reason for Adjustment:** [Brief description]

We appreciate your prompt attention to this matter and look forward to your approval. Please do not hesitate to reach out if you have any questions or require further information.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]