

# Change Order Request

**Date:** [Insert Date]

**To:** [Contractor's Name]

**From:** [Your Company Name]

**Project Name:** [Project Name]

**Contract Number:** [Contract Number]

**Subject:** Change Order Request for Scope Modification

**Dear [Contractor's Name],**

We are writing to formally request a change order for the above-referenced project. This request is necessary due to modifications in the project scope as outlined below:

## **Details of Change:**

- **Current Scope:** [Describe the current scope]
- **Proposed Changes:** [Describe proposed changes]
- **Reason for Change:** [Explain reason for change]
- **Impact on Schedule:** [State any schedule impacts]
- **Cost Implications:** [Outline cost changes]

## **Request for Approval:**

We kindly ask that you review this request and provide your approval to proceed with the changes. Please respond by [insert response deadline].

## **Supporting Documents:**

Attached are the relevant documents for your consideration:

- [Document 1]
- [Document 2]
- [Document 3]

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]