

Change Order Request

Date: [Insert Date]

To: [Client's Name]

From: [Contractor's Name]

Subject: Change Order Request Due to Site Condition Changes

Dear [Client's Name],

We are writing to formally request a change order regarding the project at [Project Location]. During our recent site assessment, we encountered unexpected conditions that differ from the original plans and specifications.

The following changes are being requested due to these site condition changes:

- [Describe the change required]
- [Detail any additional work or materials needed]
- [Specify any adjustments to the timeline]

The estimated costs associated with this change are as follows:

- [Cost estimate for labor]
- [Cost estimate for materials]
- [Total estimated cost]

We appreciate your prompt attention to this matter. Please let us know if you require any further information to process this change order request.

Sincerely,

[Contractor's Name]

[Contractor's Title]

[Company Name]

[Contact Information]