

Change Order Request

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

City, State, Zip: [City, State, Zip]

Subject: Change Order Request Due to Unforeseen Circumstances

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a change order for our current project, [Project Name], due to unforeseen circumstances that have arisen.

Details of the unforeseen circumstances are as follows:

- [Brief Description of Issue #1]
- [Brief Description of Issue #2]
- [Brief Description of Issue #3]

As a result of these issues, we estimate that the additional cost will be [Insert Estimated Cost] and the revised timeline will be adjusted by [Insert Timeframe].

We believe that addressing these changes promptly will help us maintain the project's quality and timely completion. Please let me know if you would like to discuss this further.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]