

Project Adjustment Request

Date: [Insert Date]

To: [Contractor's Name]

Company: [Contractor's Company]

Address: [Contractor's Address]

Dear [Contractor's Name],

I hope this message finds you well. I am writing to formally request an adjustment to the [Project Name] project, which is currently underway.

Due to [briefly explain reason for adjustment, e.g., unforeseen circumstances, changes in project scope, budget constraints], we believe it is necessary to make the following adjustments:

- [Adjustment 1]
- [Adjustment 2]
- [Adjustment 3]

We understand that these changes may affect the project timeline and budget. Therefore, we would appreciate your prompt attention to this request, and we welcome any feedback or suggestions you may have.

Thank you for your understanding and cooperation. Please feel free to reach out if you need further details.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]