

# Additional Work Request

Date: [Insert Date]

To: [Client Name]

From: [Contractor Name]

Address: [Contractor Address]

Subject: Request for Additional Work

Dear [Client Name],

I hope this message finds you well. I am writing to formally request approval for additional work needed on [Project Name/Description]. During the course of the project, we have encountered some unforeseen issues that require immediate attention to maintain the project's timeline and quality.

The details of the additional work are as follows:

- Description of the additional work needed
- Reason for the additional work
- Estimated Costs: [Insert Costs]
- Estimated Timeframe: [Insert Timeframe]

Please review the above request, and let me know if we can proceed with this additional work. I believe that addressing these issues promptly will ensure the overall success of the project.

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

Sincerely,

[Contractor Name]

[Contractor Position]

[Contractor Contact Information]