

# Contractor Supplemental Work Notice

Date: [Insert Date]

To: [Client's Name]

From: [Your Name]

Company: [Your Company Name]

Address: [Your Company Address]

Phone: [Your Phone Number]

Email: [Your Email Address]

Dear [Client's Name],

We are writing to formally notify you of supplemental work required for the project at [Project Location]. Due to [brief explanation of circumstances requiring the supplemental work], we have identified additional tasks that need to be undertaken to ensure the successful completion of the project.

The details of the supplemental work are as follows:

- Supplemental Work Description 1
- Supplemental Work Description 2
- Supplemental Work Description 3

We estimate that the additional cost associated with this work will be approximately [Estimated Cost]. We kindly request your approval to proceed with this supplemental work at your earliest convenience to avoid further delays.

Please feel free to reach out if you have any questions or require further clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]