

Contractor Task Expansion Order

Date: [Insert Date]

To: [Contractor Name]

Address: [Contractor Address]

Email: [Contractor Email]

Dear [Contractor Name],

We are writing to officially inform you of a task expansion within the existing contract dated [Insert Contract Date]. Due to [reason for expansion], we have identified the need to expand the scope of work as outlined below:

Expanded Scope of Work

- [New Task 1]
- [New Task 2]
- [New Task 3]

Adjustment in Timeline

The new tasks will require an extension in the project timeline. The new completion date is set for [Insert New Date].

Budget Adjustments

The budget for this expansion has been revised to [Insert New Budget Amount]. Please provide your acknowledgment and acceptance of this change by [Insert Response Date].

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]