

Change Order Submission Letter

Date: [Insert Date]

To: [Subcontractor's Name]

[Subcontractor's Address]

From: [Contractor's Name]

[Contractor's Address]

Subject: Change Order Submission - [Project Name/Number]

Dear [Subcontractor's Name],

We are writing to formally submit a change order regarding the [description of work] for the [Project Name/Number]. As per our discussions and the terms outlined in our original contract dated [Contract Date], we have identified necessary adjustments to the scope of work.

The details of the change order are as follows:

- **Description of Change:** [Detailed description]
- **Reason for Change:** [Reason]
- **Cost Impact:** [Cost details]
- **Schedule Impact:** [Schedule details]

We kindly request your review and approval of this change order by [Approval Deadline]. Please sign and return the attached acknowledgment form to confirm your acceptance of this change order.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

Attachment: Change Order Acknowledgment Form