

Project Change Appeal Letter

[Your Name]
[Your Title]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally appeal for a change in the project scope regarding [Project Name or Description] under the subcontract agreement dated [Contract Date]. As you are aware, [briefly explain the situation leading to the need for the change].

We believe that the requested changes are necessary due to [explain reasons for the appeal and any relevant details]. As outlined in our contract, the project requires adjustments to address [specific conditions or requirements].

Therefore, we respectfully request your approval for the proposed changes, which include [list out specific changes]. We anticipate that these changes will [explain how the changes will positively impact the project].

We appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me at [your phone number] or [your email address] should you need further clarification or wish to discuss this matter further.

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]