

Change Order Letter

Date: [Insert Date]

To: [Client's Name]

From: [Your Company Name]

Project: [Project Name]

Contract Number: [Contract Number]

Dear [Client's Name],

We are writing to inform you of necessary changes to the project scope for [Project Name] due to unforeseen conditions that have arisen. After thorough assessment, we have determined that the following alterations are required:

- [Describe Change 1]
- [Describe Change 2]
- [Describe Change 3]

These changes are essential to maintain project integrity and ensure compliance with safety standards. We estimate that the changes will result in an adjustment of [Insert Cost Estimate] and an extension of the project timeline by [Insert Duration].

We appreciate your understanding and cooperation in this matter. Please feel free to contact us directly at [Your Contact Information] if you have any questions or require further clarification.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]