

Change Order Request

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

[City, State, Zip]

Dear [Client's Name],

Subject: Request for Approval of Change Order Due to Unexpected Site Findings

I hope this message finds you well. I am writing to formally request your approval for a change order related to our ongoing project at [Project Location]. During the course of our work, we encountered unexpected site conditions that were not anticipated in our original plans.

Specifically, we discovered [briefly describe unexpected findings, e.g., unsuitable soil, hidden utilities, etc.]. As a result, we will need to alter our approach to address these challenges and ensure the project proceeds smoothly and safely.

The estimated costs associated with this change order amount to [amount], and we anticipate that this will affect our project timeline by [number of days/weeks/months]. Attached you will find detailed documentation regarding the findings, proposed solutions, and an updated project schedule.

We appreciate your understanding and prompt attention to this matter. Please let us know if you would like to discuss this further or require any additional information. I look forward to your approval so we can proceed accordingly.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email]