

Contractor Cost Modification Proposal

Date: [Insert Date]

To: [Client's Name]

From: [Your Company Name]

Subject: Proposal for Cost Modification

Dear [Client's Name],

We hope this message finds you well. We are writing to propose a modification to the costs associated with [Project Name/Description]. Due to [reasons for cost modification, e.g., increased material costs, unforeseen circumstances], we find it necessary to revise our original proposal.

Proposed Modifications:

- Original Cost: [Original Cost Amount]
- Proposed New Cost: [New Cost Amount]
- Justification: [Briefly explain the reasons and details behind the modification]

We understand the importance of budget management and assure you that this proposal has been carefully considered to maintain the quality of work while addressing the rising costs.

Please review this proposal at your earliest convenience, and feel free to reach out for any discussions or clarifications. We look forward to your favorable response.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]