

Contractor Funding Adjustment Letter

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally request a funding adjustment for the ongoing project titled "[Project Name]". Due to [briefly explain reason, e.g., unexpected costs, project scope changes], we find it necessary to reassess the current funding levels.

After a thorough review, we estimate that a funding increase of [amount] will be required to adequately cover the additional expenses. This adjustment will ensure that the project remains on track and meets all deadlines and project specifications.

We appreciate your consideration of this request and look forward to your prompt response. Please feel free to contact me directly at [Your Phone Number] or [Your Email] for any further discussions.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]