

# Construction Contract Sum Revision

Date: [Insert Date]

To:

[Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Subject: Revision of Contract Sum - [Project Name]

Dear [Contractor's Name],

We are writing to inform you of the revised contract sum for the construction project titled "[Project Name]" pursuant to our ongoing discussions and recent evaluations of project requirements.

As of [Insert Date], the total contract sum is revised to [New Contract Sum]. This revision is a result of [briefly explain reason for the revision, e.g., adjustments for unforeseen conditions, changes in material costs, etc.].

Please find attached the detailed breakdown of the revised costs for your review.

We appreciate your understanding and collaboration as we move forward. Kindly acknowledge receipt of this letter and confirm your agreement to the revised terms by [specific deadline for confirmation].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]