

Construction Cost Recalibration Notice

Date: [Insert Date]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

We hope this letter finds you well. We are writing to inform you about the recalibration of costs associated with the construction project [Project Name] located at [Project Address].

Due to [reason for recalibration, e.g., fluctuations in material costs, changes in scope], we have conducted a thorough review of the project budget and have adjusted the construction costs accordingly. The new estimated cost is [insert new cost].

We believe this recalibration is necessary to maintain the quality and standards expected for this project. Please find attached a detailed breakdown of the revised costs for your review.

We appreciate your understanding and support. Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]