

Contractor Contract Sum Adjustment Request

Date: [Insert Date]

[Your Name]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

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

Dear [Recipient's Name],

Subject: Request for Adjustment of Contract Sum

I hope this message finds you well. I am writing to formally request an adjustment to the contract sum related to [Project Name or Contract ID]. This request arises due to the following reasons:

- [Reason 1 for adjustment]
- [Reason 2 for adjustment]
- [Any additional reasons]

As per our contractual agreement, I believe it is necessary to address these changes to ensure the successful completion of the project. The current contract sum stands at [Current Contract Sum], and I propose an adjusted sum of [Proposed Adjusted Sum].

I have attached the relevant documentation supporting my request for your review. I would appreciate the opportunity to discuss this matter further and come to an agreeable solution.

Thank you for your understanding and prompt attention to this matter. I look forward to your response.

Best regards,

[Your Name]
[Your Title]
[Your Company Name]