

Change Order Notification

Date: [Insert Date]

To: [Contractor's Name]

Address: [Contractor's Address]

Project Name: [Project Name]

Project Number: [Project Number]

Dear [Contractor's Name],

We are writing to formally notify you of a change order for the above-referenced construction project. The changes are necessitated due to [briefly explain reason for change, e.g., unforeseen site conditions, design modifications, etc.].

The details of the change order are as follows:

- **Change Order Number:** [Insert Change Order Number]
- **Description of Work:** [Provide detailed description of the work affected by the change]
- **Reason for Change:** [State the reason for the change]
- **Cost Impact:** [Provide estimated cost of change]
- **Time Impact:** [Specify any adjustments to project timeline]

Please sign and return a copy of this notification to acknowledge your acceptance of the changes outlined above.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]