

# Construction Project Scope Amendment Proposal

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Proposal for Amendment of Construction Project Scope - [Project Name]

We are writing to propose an amendment to the scope of work for the [Project Name] currently being executed under our contract dated [Original Contract Date]. This amendment is necessary due to [briefly explain reason for amendment, e.g., unforeseen site conditions, design changes, etc.].

## Proposed Amendments:

- Current Scope Item: [Description of Current Item]
- Proposed Amendment: [Description of Proposed Change]
- Reason for Change: [Brief Reason]

We believe these changes are essential to ensure the successful completion of the project while maintaining quality and safety standards. Attached are the revised project timelines and cost implications for your review.

We are committed to working with you to finalize these amendments at your earliest convenience. Please feel free to reach out to discuss this proposal further.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]