

Scope Change Agreement

Date: [Insert Date]

To: [Contractor's Name]

Address: [Contractor's Address]

From: [Client's Name]

Address: [Client's Address]

Subject: Agreement for Scope Change in Construction Project

Dear [Contractor's Name],

This letter serves to confirm the agreement regarding the change in scope for the construction project located at [Project Address]. As discussed, the following changes have been proposed:

- Change Description: [Brief Description of Change]
- Reason for Change: [Reason]
- Adjustment in Cost: [Cost Adjustment]
- Revised Completion Date: [New Completion Date]

Both parties agree to the following terms:

1. The contractor will commence work on the agreed changes by [Start Date].
2. All other terms of the original contract remain unchanged unless specifically modified in this agreement.
3. This agreement will be effective upon signature by both parties.

Please sign below to indicate your acceptance of these changes:

[Contractor's Name], [Title]
[Date]

[Client's Name], [Title]
[Date]

Thank you for your attention to this matter. We look forward to the successful completion of the project.

Sincerely,

[Your Name]

[Your Title]

[Your Company]