

Construction Project Scope Modification Request

Date: [Insert Date]

To,
[Contractor/Client Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for Modification of Project Scope

Dear [Contractor/Client Name],

I hope this message finds you well. I am writing to formally request a modification to the scope of work for the [Project Name], currently under construction at [Project Address].

Due to [briefly explain the reason for scope modification, e.g., unforeseen conditions, design changes, etc.], it has become necessary to amend the original project scope. The proposed modifications include:

- [Modification 1 - Description]
- [Modification 2 - Description]
- [Modification 3 - Description]

We believe that these changes will enhance the overall outcome of the project by [explain the benefits of the changes]. We kindly ask for your review and approval of this scope modification request at your earliest convenience.

Please feel free to reach out if you have any questions or require further clarification regarding this request.

Thank you for your attention to this matter. We look forward to your prompt response.

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