

Construction Project Scope Amendment

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip]

Dear [Recipient's Name],

Subject: Amendment to Project Scope for [Project Name]

We are writing to formally request an amendment to the scope of work for the [Project Name] located at [Project Address]. This amendment is necessary due to [briefly explain reason for amendment, e.g., unforeseen circumstances, changes in design, etc.].

The specific changes are as follows:

- [Change 1 Description]
- [Change 2 Description]
- [Change 3 Description]

These amendments will result in [explain any impact on budget, timeline, or project deliverables]. We believe these changes will enhance the project's overall quality and success.

Please review the proposed amendments and let us know if you require any further information or wish to discuss this matter in detail. We look forward to your prompt response so we can proceed accordingly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email]