

Change Order Justification

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

City, State, Zip: [Recipient's City, State, Zip]

Dear [Recipient's Name],

Subject: Change Order Justification Due to Cost Overruns

We hereby submit this letter as a formal justification for the change order required for the [Project Name] due to unexpected cost overruns encountered during the execution of the project.

During the course of our work, we have faced several unforeseen circumstances that have significantly impacted the project's original budget. These include:

- [Detail 1: Description of the issue and its impact on costs]
- [Detail 2: Description of the issue and its impact on costs]
- [Detail 3: Description of the issue and its impact on costs]

As a result, we are requesting an adjustment to the project budget in the amount of [Insert Amount]. This adjustment is essential to cover the additional costs associated with the above-mentioned issues.

We appreciate your understanding and support regarding this matter. Please feel free to contact us if you require any further details or wish to discuss this matter.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]