

# Construction Budget Revision Announcement

Date: [Insert Date]

To: [Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Address]

Dear [Recipient Name],

We are writing to inform you of a revision to our construction budget for the [Project Name] project, originally approved on [Original Approval Date]. This update is necessary due to [reason for revision, e.g., unforeseen circumstances, changes in project scope, price fluctuations, etc.].

The revised budget totals [Revised Amount], which reflects an increase/decrease of [Amount Change] from the original budget of [Original Amount]. Attached you will find a detailed breakdown of the revised costs.

We believe that these changes will enhance the overall quality and efficiency of the project. We appreciate your understanding and cooperation as we implement these modifications.

If you have any questions or require further information, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company/Organization Name]  
[Your Contact Information]