

Construction Costs Adjustment Explanation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Explanation of Construction Costs Adjustment

I am writing to provide an explanation regarding the recent adjustments made to the construction costs associated with [Project Name/Description]. Due to [brief explanation of the reasons for the adjustment, e.g., unexpected material price increases, labor shortages, regulatory changes], we found it necessary to revise the original cost estimates.

The adjustments include:

- Item 1: [Description] - Original cost: [Original Cost], Adjusted cost: [Adjusted Cost]
- Item 2: [Description] - Original cost: [Original Cost], Adjusted cost: [Adjusted Cost]
- Item 3: [Description] - Original cost: [Original Cost], Adjusted cost: [Adjusted Cost]

We believe these adjustments are essential for ensuring the quality and timely completion of the construction project. We appreciate your understanding and cooperation as we navigate these changes.

If you have any questions or require further details, please do not hesitate to contact me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]