

Application for Alterations to Construction Obligations

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Organization/Company Name]

[Organization Address]

[City, State, Zip Code]

Subject: Application for Alterations to Construction Obligations

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request alterations to the construction obligations outlined in [relevant contract or agreement name/number]. Due to [brief reason for requesting alterations], it is necessary to make adjustments to the existing obligations.

Specifically, I would like to propose the following alterations:

- [Detail alteration 1]
- [Detail alteration 2]
- [Detail alteration 3]

I believe these alterations will [brief explanation of benefits or reasons]. I am more than willing to discuss this matter further and explore potential solutions that work for all parties involved.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]