

Modification Inquiry for Construction Project Specifications

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to inquire about potential modifications to the specifications outlined in the [Project Name] construction project documents dated [date of original documents].

We have conducted a thorough review of the specifications and would like to discuss the following points:

- [Modification Point 1]
- [Modification Point 2]
- [Modification Point 3]

We believe that these modifications will enhance the project's efficiency and overall quality. We would appreciate the opportunity to discuss these changes at your earliest convenience.

Thank you for your consideration. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]