

# Notice of Changes Needed in Construction Contract

Date: [Insert Date]

To: [Contractor's Name]  
[Contractor's Address]  
[City, State, ZIP Code]

Subject: Notice of Changes Required in Construction Contract

Dear [Contractor's Name],

We are writing to formally notify you of changes needed in our construction contract dated [Insert Contract Date] for the project located at [Insert Project Address].

The following changes are required:

- [Describe Change 1]
- [Describe Change 2]
- [Describe Change 3]

Please acknowledge receipt of this notice and confirm your understanding of the changes no later than [Insert Deadline]. It is essential that we address these modifications promptly to avoid any delays in the project timeline.

Thank you for your attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Company Address]  
[City, State, ZIP Code]