

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Adjustment to Existing Construction Agreement

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an adjustment to our existing construction agreement dated [insert date of agreement]. Due to [briefly explain reason for adjustment, e.g., unforeseen circumstances, design changes, etc.], it has become necessary to revisit certain terms of our agreement.

Specifically, I would like to discuss the following adjustments:

- [Adjustment 1]
- [Adjustment 2]
- [Adjustment 3]

I believe these changes will be mutually beneficial and will help expedite the project's completion. I would appreciate the opportunity to discuss this matter at your earliest convenience. Please let me know a suitable time for us to meet or if you prefer to handle this matter over the phone.

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

Sincerely,

[Your Name]