

Request for Contractual Adjustments

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, ZIP Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Request for Contractual Adjustments in Construction Scope

I hope this message finds you well. I am writing to formally request adjustments to our existing contract regarding the construction project at [Project Location]. After thorough evaluation and ongoing discussions with our project team, we have identified several aspects of the scope that require attention to align with the project goals and budget.

The following adjustments are proposed:

- [Describe the first proposed adjustment]
- [Describe the second proposed adjustment]
- [Describe any additional adjustments]

We believe that these adjustments are essential to ensure the project's success and maintain the quality standards we strive for. We kindly request a meeting to discuss these adjustments in further detail and to agree on the necessary contractual changes.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]