

Request for Modification to Construction Contract Terms

John Doe
123 Main Street
City, State, Zip Code
Email: johndoe@email.com
Phone: (123) 456-7890
Date: [Insert Date]

[Recipient's Name]
[Company Name]
[Company Address]
City, State, Zip Code

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a modification to the terms outlined in our existing construction contract dated [Insert Contract Date].

Due to [briefly state reason for modification, e.g., unforeseen circumstances, changes in project scope], I believe it is necessary to revise the following terms:

- [Specify the first term to be modified]
- [Specify the second term, if applicable]
- [Add additional terms as needed]

I propose the following modifications:

- [Outline your proposed change for the first term]
- [Outline your proposed change for the second term, if applicable]
- [Include additional proposed changes as needed]

I believe these modifications will aid in the timely completion of the project and address the current challenges we are facing. Please let me know a convenient time to discuss this matter further.

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

Warm regards,

John Doe
[Your Position, if applicable]
[Your Company Name, if applicable]