

Request for Updates to Construction Contract Provisions

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request updates to the provisions of our existing construction contract dated [Insert Contract Date] for the [Project Name/Description].

As we progress with the project, we have encountered certain circumstances that necessitate modifications to ensure compliance and alignment with current project requirements and industry standards. Specifically, we are looking to discuss the following provisions:

- [Provision 1]
- [Provision 2]
- [Provision 3]

We believe that updating these provisions will facilitate smoother operations and ensure the successful completion of our project. I would appreciate the opportunity to discuss this matter further at your earliest convenience.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]