

# Contingency Proposal for Construction Project

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Contingency Budget Proposal for [Project Name]

Dear [Recipient Name],

I am writing to propose a contingency budget for the [Project Name] currently underway at [Location]. As we progress with the project, unforeseen circumstances may arise that could impact our overall budget and timeline. To mitigate potential risks, I recommend allocating a contingency fund as outlined below:

## Proposed Contingency Budget

- **Contingency Amount:** \$[Insert Amount]
- **Percentage of Total Budget:** [Insert Percentage]%

## Justification for Contingency:

1. Unanticipated site conditions
2. Material price increases
3. Weather-related delays
4. Design changes or scope adjustments

Allocating this contingency budget will allow us to manage risks effectively and ensure the successful completion of the project within the desired timeframe and budget constraints.

I look forward to discussing this proposal with you further. Please let me know if you have any questions or need additional information.

Thank you for considering this important aspect of our construction project.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]