

# Contractor Work Modification Approval

Date: \_\_\_\_\_

To: [Contractor's Name]

[Contractor's Address]

[City, State, ZIP Code]

Subject: Approval of Work Modification

Dear [Contractor's Name],

We are writing to formally notify you that your request for modification of the work specified in our contract dated [Original Contract Date] has been reviewed and approved. The details of the modifications are as follows:

- **Modification Description:** [Describe the modifications]
- **New Completion Date:** [New Date]
- **Revised Budget:** [Amount]
- **Reason for Modification:** [State the reason]

We appreciate your prompt attention to this matter and look forward to your continued cooperation. Please sign and return a copy of this letter to indicate your acceptance of the modifications.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Accepted by:

[Contractor's Name]

Date: \_\_\_\_\_