

Change Order Notice

(From Engineer/Employer to Contractor)

Subject: Notice of Change Order – Contract Clause [X]

To: [Contractor's Name]

From: [Engineer's/Employer's Name]

Date: [Date]

Dear [Contractor's Name],

Pursuant to Clause [X] of our contract, we are issuing this notice to formally inform you of a change in scope related to [describe the nature of the change, e.g., modifications in material specifications, additional site work, design revisions].

Please review the attached details and provide an assessment of the potential cost and time implications at your earliest convenience. You are instructed to continue working as per the contract unless otherwise directed.

We appreciate your cooperation and look forward to your prompt response.

Sincerely,

[Your Name/Your Position]

[Your Contact Information]