

# Variation Order Notice

**(From Contractor to Employer or Engineer)**

**Subject:** Notice of Variation Order Request – Contract Clause [X]

**To:** [Employer/Engineer's Name]

**From:** [Contractor's Name]

**Date:** [Date]

Dear [Employer/Engineer's Name],

We hereby notify you that, due to [describe reason for variation, e.g., changes in design requirements, additional scope of work], it has become necessary to modify the scope of work as originally agreed in the contract dated [contract date].

As per Clause [X] of our contract, we are issuing this notice to inform you of the anticipated impact on cost and time. We request instructions on how to proceed and confirmation regarding any required approvals.

Please let us know your decision at your earliest convenience. In the meantime, we will continue work in accordance with the existing contract terms.

Sincerely,

[Your Name/Your Position]

[Your Contact Information]