



# Company Name LTD

## Notice To Variation Order

**Project Name:** [Project Name]  
Project Number: [Project Number]  
Date: [Date]

To: [Recipient's Name]  
Company: [Company Name]  
Address: [Company Address]  
Subject: Notice of Variation to Contract [Contract Number]

Dear [Recipient's Name],

We are writing to notify you of the adjustment to the contract scope due to [brief description of the cause, e.g., unforeseen site conditions, updated regulatory requirements, change in drawings, value engineering ...].

Impact on Project:  
Time: [Expected delay or saving in days/weeks]  
Cost: [Estimated cost impact]

Please review the attached documents and provide your approval or feedback by [specified deadline].

Next Steps:  
Upon your approval, we will formalize this change in a Variation Order for your signature.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]