

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Price Adjustment Notification - Foundation Repair Project

Dear [Client Name],

This letter is to formally notify you of a necessary adjustment to the original price quote provided on [Date of Original Quote] for the foundation work at [Project Address].

During the initial phases of the project, our team discovered unforeseen site conditions that were not visible during the preliminary inspection. Specifically, we encountered: [Insert brief description of the issue, e.g., unexpected soil instability, hidden underground obstructions, or additional structural decay].

Due to these factors, additional materials and labor are required to ensure the structural integrity and safety of the foundation. The cost breakdown for these adjustments is as follows:

- Original Contract Amount: \$[Amount]
- Additional Labor/Materials: \$[Amount]
- **New Total Contract Amount: \$[Amount]**

Please review the attached Change Order form which outlines these modifications in detail. We request that you sign and return the document so that we may proceed with the work without further delay.

We appreciate your understanding as we work to ensure your foundation is repaired to the highest standards. Please contact us at [Phone Number] if you have any questions.

Sincerely,

[Your Name]

[Your Company Name]

[Your Phone Number]