



15150 NW 79th Court, Suite 185 • Miami Lakes, Florida, 33016
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Via Email

Subject: Rejection of Change Proposal Request – Contract/Project No _____, RCO No. _____

Dear _____

The CPR identified above has been rejected for one or more of the following reasons:

- Work is within the existing scope of the Project
- Insufficient supporting documentation, as identified below
- RCO does not reflect requested changes in the Work
- Cost is not justified, as identified below
- Other (see below)

The following provides additional information concerning the rejection of the CPR.

If this box is marked, please make the necessary changes and resubmit the RCO

Sincerely,