Date:

To

[The Company]  
[Business Name]

This debit note is written with reference to the labor requested from your company. The batch number allocated for this deal was x. our company is extending its wing and for this purpose, a new building is required. We requested labor to help us make a new building.

The manpower was requested on 5th April 20xx and the number of men was 30 for the construction purpose. We want to make a slight change to the number now. The deadline to complete the construction was 30th August 20xx but now it is changed to 20th July.

To meet this deadline we want to increase the manpower from 30 to 60. We believe that with this double manpower we will be able to complete the construction within the given time frame.

Moreover, the rate we discussed for the 30 people will also be changed. As per the policy of your company if more than 50 men will be hired then the charge will be X$ per man. I request you to please make these changes and send me the revised invoice along with the increased labor. Looking forward to your response. Thanking you in advance.

Regards,

[Your Name]  
[Business Name]