Date:

To:

Name of the company.

Concerning the request from our company, this note is being written regarding the labor request. The company has decided to extend the wing for which, the company needs a new building. To make a new building, we require more labor force to work for us.

We have already put forward the request for the manpower on 4th October 20XX. The total number of people that we asked for was 40. Since we are extending the construction work and we are in the need of a new building, we would like to bring some minor changes to this number now. Moreover, the deadline to complete the construction of the building has also been extended.

To complete the work by the extended deadline, we require 40 additional laborers so that we can ensure that the work is completed within the given timeframe.  The company has decided to change the work rate of people also. As per the policy of the company, it was decided to pay 100$ per labor which has now increased to 120$. It is being requested to you issue the revised invoice to us with an updated work rate. I am looking forward to a kind response from your side. Thank you for your anticipation.

Regards,

Name of the sender,

Sender’s designation in the company

Signatures of the sender

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