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| --- |
| ADDENDUM << Number>>, CHANGE IN SCOPE |

Date: «Date»

To: All Bidders

From: «Buyer Name»

«Agency\_Name»

RE: Addendum for «RFP\_or\_ITB\_Number»

to be opened «Opening\_Date» at \_\_\_\_\_\_\_\_\_ p.m. CST

#### Change in Scope

Type in the Scope of the Addendum.

This addendum will be incorporated into the solicitation.