|  |
| --- |
| ADDENDUM <<Addendum\_Number>>, CHANGE IN SCOPE |

Date: «Date»

To: All Bidders

From:  «Buyer Name», Buyer

«Agency\_Name»

RE: Addendum for «Invitation\_to\_Bid\_**OR**\_Request\_for\_Proposal» (Choose one) Number «RFP\_or\_ITB\_Number» (Choose one)

to be opened «Opening\_Date» at 2:00 p.m. Central Time

#### Scope of Addendum

Type in the Scope of the Addendum.

This addendum will become part of the proposal and should be acknowledged with the «Invitation\_to\_Bid\_or\_Request\_for\_Proposal». (Chose one)