

# Letter of Clarification on Project Scope Update

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide clarification regarding the recent updates made to the project scope for [Project Name]. As discussed in our previous meetings, we have identified key areas that require adjustments to align with our evolving objectives.

The following changes have been proposed:

- Updated deliverables to include [brief description of new deliverables].
- Revised timeline to accommodate [explanation of timeline changes].
- Inclusion of [additional resources or stakeholders involved].

Please review the proposed updates, and let us know if you have any questions or need further clarification. We aim to ensure that we are all aligned and moving forward cohesively.

Thank you for your attention to this matter. I look forward to your feedback.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]