

# Project Scope Expansion Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Communication on Project Scope Expansion

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you of an expansion in the scope of our [Project Name] project. After thorough discussions and evaluation of our current project status, we believe it is essential to incorporate additional elements to better meet our objectives.

Overview of the Scope Expansion:

- New Objective: [Describe new objective]
- Additional Deliverables: [List new deliverables]
- Adjusted Timeline: [Provide updated timeline]
- Impact on Budget: [Describe any budget adjustments]

This expansion will provide significant value by [explain benefits]. We aim to ensure that our project aligns with the updated goals and remain on track for successful completion.

We would like to schedule a meeting to discuss this expansion in detail and address any questions you may have. Please let us know your availability for the following week.

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

Best regards,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]