

Confirmation of Project Scope Change

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Confirmation of Project Scope Change

Dear [Recipient's Name],

This letter serves as confirmation of the changes discussed regarding the scope of the [Project Name]. As per our recent discussions on [Date of Discussion], the following modifications have been agreed upon:

- Modification 1: [Description]
- Modification 2: [Description]
- Modification 3: [Description]

The updated project timeline and budget will be adjusted accordingly. Please review the outlined changes and confirm your acceptance at your earliest convenience.

We appreciate your cooperation and look forward to your confirmation.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]