

Formal Notice for Project Scope Modification

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you of a proposed modification to the scope of the [Project Name] project, originally outlined in our contract dated [Contract Date].

Due to [briefly explain reason for modification], we are proposing the following changes:

- [Change 1]
- [Change 2]
- [Change 3]

We believe these modifications will enhance the project's overall effectiveness and meet the evolving needs of [Stakeholders/Clients]. Please review the proposed changes and provide your feedback by [Response Deadline].

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

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]