

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

Subject: Notification of Project Scope Alteration

Dear [Recipient's Name],

We are writing to inform you about an alteration in the scope of the [Project Name] project, originally discussed on [Original Date]. After thorough consideration, we have identified several factors that necessitate changes to the project scope, including [briefly outline reasons for alterations].

The key alterations are as follows:

- Change 1: [Description of Change]
- Change 2: [Description of Change]
- Change 3: [Description of Change]

We believe these changes will help us align the project more closely with our objectives and ensure a successful delivery. Please feel free to reach out if you have any questions or need further clarification on these alterations.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]