

# Project Scope Adjustment Proposal

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Proposal for Adjustment of Project Scope - [Project Name]

Dear [Recipient Name],

I hope this message finds you well. I am writing to propose an adjustment to the scope of the [Project Name], which we are currently undertaking. After careful analysis and consideration, it has become clear that certain aspects of the project require modifications in order to meet our objectives effectively.

## Current Project Scope Overview

[Briefly describe the current scope of the project]

## Proposed Adjustments

We propose the following adjustments to the project scope:

- [Adjustment 1 Description]
- [Adjustment 2 Description]
- [Adjustment 3 Description]

## Justification for Adjustments

[Provide a brief rationale for why these adjustments are necessary]

## Impact of Changes

[Discuss the expected impact of these changes on the project timeline, budget, or deliverables]

## Next Steps

I would appreciate the opportunity to discuss this proposal in more detail. Please let me know your availability for a meeting or if you require any additional information.

Thank you for considering this proposal. I look forward to your feedback.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]

[Your Company]