

Project Scope Amendment Request

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Address]

Dear [Recipient's Name],

I am writing to formally request an amendment to the scope of the [Project Name] due to [briefly explain reason for amendment, e.g., unforeseen circumstances, additional requirements, etc.].

Current Scope Overview:

[Brief overview of the current project scope]

Proposed Amendments:

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

We believe that these changes are necessary to ensure the successful completion of the project and to meet our stakeholders' expectations.

Please review this request at your earliest convenience. I am available for a meeting to discuss this further if needed.

Thank you for considering this amendment. I look forward to your prompt response.

Sincerely,
[Your Name]
[Your Position]
[Your Company/Organization Name]
[Your Contact Information]