

Project Scope Redefinition Notification

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that there have been recent changes to the scope of the [Project Name] project.

After careful consideration and assessment, we have identified several key areas that require redefinition to align better with our project goals and client needs. The following changes are being proposed:

- **Change 1:** [Description of the change]
- **Change 2:** [Description of the change]
- **Change 3:** [Description of the change]

We believe these modifications will enhance the project's effectiveness and ensure we meet the expectations of our stakeholders. We would like to invite you to a meeting on [Date and Time] to discuss these changes in detail and address any questions or concerns you may have.

Thank you for your understanding and cooperation. We look forward to your feedback and continued collaboration.

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