

Subject: Discussion on Scope Change for Project [Project Name]

Dear [Client's Name],

I hope this message finds you well. I am writing to discuss the recent developments regarding the scope of the [Project Name]. As we progress, it has become clear that there are some adjustments required to meet your evolving needs.

Initially, we agreed upon the following scope:

- [Original Scope Item 1]
- [Original Scope Item 2]
- [Original Scope Item 3]

However, I would like to propose the following changes:

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

These adjustments aim to better align with your goals and expectations for the project. I believe that implementing these changes will ultimately lead to a more successful outcome.

Please let me know a convenient time for us to discuss this further. I am looking forward to your feedback and thank you for your understanding.

Best regards,

[Your Name]

[Your Business Name]

[Your Contact Information]