

Amended Project Scope Agreement

Date: [Insert Date]

From: [Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip]

To: [Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip]

Dear [Recipient's Name],

We are writing to formally amend the project scope agreement dated [Original Date of Agreement]. After discussions and review, the following changes have been agreed upon:

Amendments to Project Scope:

- **Original Scope Item 1:** [Description of original item]
- **Amended Scope Item 1:** [Description of amended item]
- **Original Scope Item 2:** [Description of original item]
- **Amended Scope Item 2:** [Description of amended item]

All other terms and conditions of the original agreement remain unchanged and in full force.

Please sign and return a copy of this amendment to confirm your acceptance.

Sincerely,

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

Accepted and Agreed:

[Recipient's Name]
[Recipient's Position]

[Recipient's Company]

Date: _____