# Change in Project Scope Confirmation

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Confirmation of Change in Project Scope

Dear [Recipient Name],

We are writing to formally confirm the changes to the project scope for [Project Name]. After our recent discussions and reviews, the following changes have been agreed upon:

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

These changes will take effect on [Effective Date]. Please review the modifications and let us know if you have any questions or require further clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Phone Number]

[Your Email Address]