

Project Scope Adjustment Proposal

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Proposal for Project Scope Adjustment - [Project Name]

Introduction

Dear [Recipient's Name],

I am writing to propose an adjustment to the scope of the [Project Name] project. After careful evaluation, we have identified several key areas that require modification to ensure the project's success.

Current Scope Overview

The current project scope encompasses the following:

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

Proposed Adjustments

We suggest the following adjustments to the project scope:

- [Proposed Adjustment 1]
- [Proposed Adjustment 2]
- [Proposed Adjustment 3]

Rationale

The reasons for these proposed adjustments include:

- [Reason 1]
- [Reason 2]
- [Reason 3]

Impact Analysis

We believe that these adjustments will positively impact the project by:

- [Impact 1]
- [Impact 2]
- [Impact 3]

Next Steps

Should you agree with the proposed adjustments, please let us know your availability for a meeting to discuss this further.

Conclusion

Thank you for considering this proposal. We are committed to the success of the [Project Name] and believe these adjustments will enhance our outcomes. I look forward to your feedback.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Company Name]