

Project Scope Expansion Request

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Request for Project Scope Expansion

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an expansion of the scope for the [Project Name] project, which we are currently undertaking.

As we have progressed with the project, we have identified additional components that would significantly enhance the overall outcome. These components include:

- [Component 1 Description]
- [Component 2 Description]
- [Component 3 Description]

Incorporating these additional elements is expected to deliver greater value and impact, as outlined in our project goals. The proposed changes would require additional resources and adjustments to our timeline, which we are prepared to discuss further.

Please let me know a convenient time for us to discuss this proposal in more detail. I appreciate your consideration of this request and look forward to your feedback.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]