

# Project Scope Modification Request

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Request for Modification of Project Scope - [Project Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a modification to the scope of the [Project Name] project due to [briefly explain reason for modification].

Current Scope: [Briefly outline the current project scope]

Proposed Modification: [Clearly outline the proposed changes to the scope]

Justification: [Explain why the modifications are necessary and how they will benefit the project]

Impact on Time and Budget: [Discuss how the changes will affect the project timeline and budget]

I believe that these modifications will enhance the overall success of the project and align our efforts with the expected outcomes. I look forward to discussing this request further and appreciate your consideration.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]