

# Project Scope Outline

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Revised Project Scope Outline for [Project Name]

## Introduction

We are writing to inform you of the revised project scope for [Project Name] following our recent discussions and feedback.

## Project Objectives

- Objective 1: [Description]
- Objective 2: [Description]
- Objective 3: [Description]

## Scope of Work

The scope of the project will now include the following:

- Inclusion of [New Task/Feature]
- Modification of [Existing Task/Feature]
- Exclusion of [Removed Task/Feature]

## Timeline

The updated timeline for the project is as follows:

- Phase 1: [Start Date] to [End Date]
- Phase 2: [Start Date] to [End Date]
- Final Review: [Date]

## Budget Considerations

The revised project budget has been adjusted to account for the changes in scope. The new budget is outlined as follows:

- Total Budget: [Amount]

- Allocated for [Specific Task]: [Amount]

## **Conclusion**

We appreciate your continued support and collaboration. Please review the revised project scope and provide your feedback by [Feedback Deadline].

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]