Scope Alteration Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you of a proposed alteration to the scope of work outlined in our previous agreement dated [Insert Date of Original Agreement]. After a thorough review of the current project requirements, we believe that modifications are necessary to ensure the successful completion of the project.

The key changes to the scope include:

- [Detail of Change 1]
- [Detail of Change 2]
- [Detail of Change 3]

We believe these changes will enhance the project outcomes and ensure that all objectives are met. We would appreciate your feedback regarding this alteration by [Insert Feedback Deadline].

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]