

Scope Change Endorsement Letter

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally endorse the proposed changes to the project scope regarding [Project Name]. After careful consideration and discussions, we believe these changes are necessary to ensure the successful completion of the project and align with our objectives.

Please find below the details of the proposed scope changes:

- **Change Description:** [Describe the change]
- **Reason for Change:** [Explain the rationale]
- **Impact on Timeline:** [Specify any changes to the timeline]
- **Impact on Budget:** [Outline budget implications]

We request your acknowledgment and approval of these changes at your earliest convenience so we can proceed without delay.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]