

Consulting Service Modification Letter

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]

[Client's Name]
[Client's Position]
[Client's Company Name]
[Client's Company Address]
[City, State, Zip Code]

Dear [Client's Name],

We are writing to confirm the recent discussions regarding the modification of our consulting service scope for [Project Name or Description]. After reviewing your feedback and the evolving needs of the project, we propose the following adjustments:

- **Adjusted Scope Item 1:** [Description of change]
- **Adjusted Scope Item 2:** [Description of change]
- **Adjusted Scope Item 3:** [Description of change]

These changes will ensure that we align our services with your current requirements and project goals. The adjustments will also include an updated timeline and associated costs as detailed below:

Revised Timeline: [Insert Revised Timeline]

Updated Costs: [Insert Revised Costs]

Please review these modifications and let us know if you have any questions or require further adjustments. We look forward to your approval so we can proceed accordingly.

Thank you for your continued collaboration.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]