

Project Scope Amendment

Date: [Insert Date]

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

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip]

Dear [Recipient Name],

We are writing to formally propose an amendment to the project scope of [Project Name]. Due to [reason for amendment], we believe that adjustments are necessary to ensure the project's success and alignment with the stakeholder's expectations.

Current Scope

[Brief description of the current project scope]

Proposed Amendments

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

We kindly ask for your review and approval of these amendments by [insert deadline]. Your feedback is invaluable to us, and we are open to discussing any concerns you may have.

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

Sincerely,

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