

# Revised Project Deliverables Notification

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. This letter serves to formally notify you of the revised project deliverables resulting from the recent changes in the project scope.

Please find below the updated deliverables:

- **Deliverable 1:** [Description of Deliverable 1]
- **Deliverable 2:** [Description of Deliverable 2]
- **Deliverable 3:** [Description of Deliverable 3]

The changes reflected in this letter are effective immediately and are based on our discussions on [date of discussion]. If you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your understanding and continued collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company]