

# Adjusted Scope of Work Appeal

Date: [Insert Date]

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

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal the adjusted scope of work as outlined in [reference any previous documents or agreements]. After careful consideration, I believe that certain adjustments need to be made to align with our original objectives and expected outcomes.

The key areas of concern include:

- Adjustment 1: [Briefly discuss the issue]
- Adjustment 2: [Briefly discuss the issue]
- Adjustment 3: [Briefly discuss the issue]

It is crucial that we address these concerns to ensure the success of our project. I propose a meeting to discuss these adjustments further and explore potential solutions that align with our mutual goals.

Thank you for considering my appeal. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company]