

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Request for Change in Project Parameters

Dear [Recipient's Name],

I am writing to formally request a change in the parameters of our current project, [Project Name]. After careful consideration and consultation with our team, we have identified the need to modify certain aspects to enhance project outcomes.

The specific changes we propose are as follows:

- **Current Parameter:** [Insert current parameter]
- **Proposed Change:** [Insert proposed change]
- **Reason for Change:** [Insert reason]

We believe that these adjustments will significantly improve the project's success and we are committed to implementing them efficiently.

Thank you for considering our request. I look forward to your timely response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]