

Modified Scope of Services Application

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a modification to the scope of services as outlined in our current agreement dated [Insert Agreement Date]. After a thorough review, we have identified several areas where adjustments are necessary to better meet the project objectives.

Proposed Modifications:

- [Description of Modification 1]
- [Description of Modification 2]
- [Description of Modification 3]

We believe that these modifications will enhance our ability to deliver the desired outcomes and ensure project success. Please let us know a convenient time for us to discuss this proposal in further detail.

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

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]