

Project Scope Modification Request

From: [Your Name]
Position: [Your Position]
Company: [Your Company]
Date: [Current Date]

To: [Recipient Name]
Position: [Recipient Position]
Company: [Recipient Company]

Subject: Request for Modification of Project Scope

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a modification to the project scope for [Project Name]. The proposed changes are due to [brief explanation of reason for modification, e.g., changes in requirements, resource availability, etc.].

Current Scope:

- [Current Scope Item 1]
- [Current Scope Item 2]
- [Current Scope Item 3]

Proposed Modifications:

- [Proposed Change 1]
- [Proposed Change 2]
- [Proposed Change 3]

These changes are expected to result in [brief explanation of expected outcomes or benefits]. I believe that with these modifications, we can ensure the project is aligned with our goals and stakeholder expectations.

I kindly request your approval for these scope modifications. Please let me know a convenient time for us to discuss this further or if you need any additional information.

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Position]

[Your Company]

[Your Contact Information]