

Scope Adjustment Proposal

To: [Recipient's Name]

From: [Your Name]

Date: [Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally propose an adjustment to the scope of our current project, [Project Name]. After reviewing the project's progress and considering recent developments, I believe that these adjustments will enhance our ability to meet the desired outcomes effectively.

Proposed Adjustments:

- Adjustment 1: [Describe adjustment]
- Adjustment 2: [Describe adjustment]
- Adjustment 3: [Describe adjustment]

These changes are intended to [explain the purpose of the adjustments and the benefits they will bring]. I am confident that with these adjustments, we will achieve [project goals] more efficiently.

Please let me know a suitable time for us to discuss this proposal in further detail. I appreciate your attention to this matter and look forward to your feedback.

Thank you for considering my proposal.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]