

# Scope Change Submission

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Submission of Scope Change Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally submit a request for a change in the project scope of [Project Name]. This change is necessary due to [brief explanation of the reason for scope change].

Details of the proposed changes are as follows:

- Current Scope: [Current Scope Description]
- Proposed Changes: [Proposed Changes Description]
- Impact on Timeline: [Impact on Timeline]
- Impact on Budget: [Impact on Budget]

I believe that these changes will enhance the overall outcome of the project. I look forward to your feedback and hope to discuss this matter further at your earliest convenience.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]