

# Work Scope Amendment Notification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

Dear [Recipient Name],

We are writing to formally notify you of an amendment to the scope of work outlined in our original agreement dated [Insert Original Agreement Date]. This amendment is necessary due to [briefly explain reasons for the amendment].

The key changes to the work scope include:

- [Change 1 Description]
- [Change 2 Description]
- [Change 3 Description]

Please review the changes and confirm your acceptance by [insert response deadline]. Should you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]