

Work Scope Enhancement Request

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Request for Work Scope Enhancement

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an enhancement to the work scope for [specific project or task] that we are currently undertaking. After reviewing our progress and considering feedback from the team, I believe that an enhancement to our current work scope would significantly improve our project's outcomes.

Specifically, I propose that we:

- [Proposed enhancement 1]
- [Proposed enhancement 2]
- [Proposed enhancement 3]

Implementing these enhancements will lead to:

- [Benefit 1]
- [Benefit 2]
- [Benefit 3]

I would appreciate the opportunity to discuss this request in more detail and explore how we can implement these enhancements effectively. Please let me know a suitable time for a meeting.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]