

Work Scope Revision Inquiry

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the possibility of revising the work scope for [Project Name/Description]. After reviewing the current outline, I believe that some adjustments may be beneficial to enhance overall efficiency and ensure we meet our objectives.

Specifically, I would like to discuss the following areas for potential revision:

- [Area of Concern 1]
- [Area of Concern 2]
- [Area of Concern 3]

I kindly request a meeting to further discuss these aspects and explore possible amendments that could optimize our workflow. Please let me know your available times for a discussion.

Thank you for considering this inquiry. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]