

Project Boundary Modification Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of the recent modifications to the project boundaries for [Project Name]. After careful review and consideration, we have made the following adjustments:

- Original Boundary: [Description of Original Boundary]
- Modified Boundary: [Description of Modified Boundary]
- Reasons for Modification: [Brief Explanation]

We believe that these changes will enhance the project's efficiency and overall outcomes. We appreciate your understanding and support in this matter.

If you have any questions or need further clarification, please feel free to reach out to us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Address]