

Project Scope Amendment Request

To: [Recipient Name]

From: [Your Name]

Date: [Date]

Subject: Request for Amendment to Project Scope - [Project Name]

Dear [Recipient Name],

I am writing to formally request an amendment to the scope of the [Project Name] project. After careful evaluation and consideration, it has become clear that certain adjustments are necessary to ensure the successful completion of the project.

Current Project Scope:

[Brief description of the current project scope]

Proposed Amendments:

- [Amendment 1: Description]
- [Amendment 2: Description]
- [Amendment 3: Description]

The purpose of these amendments is to [briefly explain the reason for the amendments]. We believe these changes will enhance the project's outcome and align it more closely with our initial goals.

I would appreciate the opportunity to discuss this amendment in further detail. Please let me know a convenient time for us to meet, or feel free to reach out if you have any immediate questions or concerns.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]