

Project Scope Change Confirmation

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Confirmation of Project Scope Change

Dear [Recipient's Name],

We would like to confirm the changes made to the scope of the [Project Name] as discussed on [Date of Discussion]. Below are the details of the agreed changes:

Original Scope

- [Item 1]
- [Item 2]
- [Item 3]

Revised Scope

- [New Item 1]
- [New Item 2]
- [New Item 3]

Please review the changes and confirm your acceptance by replying to this email by [Response Deadline]. If you have any questions or require further clarification, feel free to reach out.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]