

Project Scope Revision Acknowledgment

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Acknowledgment of Project Scope Revision

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally acknowledge the receipt of the revised project scope document for [Project Name] dated [Revision Date].

We appreciate your effort in reviewing the project scope and making the necessary adjustments to better align with our project objectives. The changes have been noted, and we agree with the proposed modifications.

As per our discussion, we will proceed with the updated scope, and I am looking forward to collaborating further to ensure the project's success.

Thank you for your attention to this matter. Should you have any additional information or require further clarifications, please do not hesitate to contact me.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]