Project Scope Update Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Updated Project Scope for [Project Name]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an update to the project scope for [Project Name]. This update is necessary to align with the goals and requirements of the project as we move forward.

Scope Changes:

- [Change 1: Brief Description]
- [Change 2: Brief Description]
- [Change 3: Brief Description]

We believe these changes will enhance the overall effectiveness of the project and ensure successful outcomes. Please review the updated scope attached for more detailed information.

Should you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your understanding and support.

Sincerely,

[Your Name]
[Your Position]
[Your Contact Information]