

# Change Notification Letter

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

Dear [Recipient Name],

We are writing to inform you of an upcoming change to the [Project Name] renewable energy project that will affect its timeline and scope. This decision has been made in light of [brief reason for change, e.g., new regulations, advancements in technology, stakeholder feedback].

Key details of the change are as follows:

- **Original Timeline:** [Insert original dates]
- **New Timeline:** [Insert new dates]
- **Scope Changes:** [Describe changes in project scope]
- **Impact on Stakeholders:** [Briefly discuss impact]

We are committed to ensuring a smooth transition and will keep you updated on any further developments. Please feel free to reach out to us if you have any questions or concerns regarding this change.

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]