

Change in Project Specifications

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally inform you of a change in the specifications of our project, [Project Name]. After careful consideration and review, we have identified the need to adjust the following specifications:

- [Specification 1: Description of the change]
- [Specification 2: Description of the change]
- [Specification 3: Description of the change]

These changes are necessary to [briefly explain the reason for the changes]. We believe that by implementing these adjustments, the overall outcome of the project will be positively impacted.

Please review the proposed changes at your earliest convenience and let us know if you have any questions or require further clarification. We appreciate your understanding and cooperation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]