

Project Alteration Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notification of Project Alteration

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you of a recent alteration in the [Project Name] project.

Details of the alteration are as follows:

- **Original Scope:** [Briefly describe the original scope]
- **Altered Scope:** [Briefly describe the alteration]
- **Reason for Alteration:** [Explain the reason]
- **Impact on Timeline:** [Describe any impact on the schedule]
- **Next Steps:** [Outline the next steps]

Please feel free to reach out if you have any questions or require further clarification.

Thank you for your understanding and support.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]