

Project Definition Revision Request

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Project: [Project Name]

Subject: Request for Revision of Project Definition

Dear [Recipient's Name],

I am writing to formally request a revision of the Project Definition for [Project Name]. After reviewing the current project scope and deliverables, I believe that several changes are necessary to ensure the success of the project.

The following items require revision:

- [Item 1 - Brief Description]
- [Item 2 - Brief Description]
- [Item 3 - Brief Description]

These changes are crucial because [explanation of reasons for the revisions and their importance]. I appreciate your attention to these matters and look forward to your feedback.

Thank you for considering this request.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]