

# Project Scope Amendment Notification

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address]

Dear [Recipient Name],

We are writing to formally notify you of an amendment to the scope of our project titled "[Project Title]". This amendment has been necessitated due to [brief reason for amendment].

The key changes to the project scope are as follows:

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

We believe these changes will enhance the outcomes of the project and align it better with your expectations. Please review the proposed amendments and provide your feedback by [deadline for feedback].

We appreciate your cooperation and support as we work together on this project.

Thank you.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]