

Project Scope Enhancement Request

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Project Scope Enhancement Request for [Project Name]

Introduction

I hope this message finds you well. I am writing to formally request an enhancement to the scope of the [Project Name]. This enhancement will further align the project outcomes with our strategic objectives.

Current Scope Overview

The current project scope includes the following deliverables:

- [Deliverable 1]
- [Deliverable 2]
- [Deliverable 3]

Proposed Enhancement

We propose the following enhancements:

- [Proposed Enhancement 1]
- [Proposed Enhancement 2]
- [Proposed Enhancement 3]

Justification for Enhancement

The rationale for this enhancement is as follows:

[Insert justification details]

Impact Assessment

We have conducted an impact assessment, and the anticipated outcomes include:

[Insert outcomes]

Conclusion

We believe that this enhancement will significantly benefit the project and contribute to its success. I would appreciate the opportunity to discuss this request further.

Thank you for considering this enhancement request. I look forward to your response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]