

Project Scope Modification Request

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Request for Modification of Project Scope - [Project Name]

Dear [Recipient's Name],

I am writing to formally request a modification to the project scope of [Project Name]. After reviewing the current progress and identifying areas that require adjustment, we propose the following changes:

Current Scope:

[Briefly describe the current project scope]

Proposed Modifications:

- [Modification 1 with description]
- [Modification 2 with description]
- [Modification 3 with description]

Justification for Modifications:

[Explain why the modifications are necessary]

Impact Assessment:

[Discuss the impact of the modifications on the project timeline, budget, and resources]

We believe that these modifications will enhance the overall success of the project and align it more closely with our objectives. I look forward to your feedback and discussion on this request.

Thank you for considering this modification request.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]