

# Scope Adjustment Proposal

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Proposal for Scope Adjustment

Dear [Recipient Name],

I hope this message finds you well. I am writing to propose an adjustment to the scope of our current project, [Project Name]. After reviewing the progress and feedback from the team and stakeholders, I believe that certain modifications are necessary to enhance our outcomes.

## Proposed Adjustments

- Adjustment 1: [Describe adjustment]
- Adjustment 2: [Describe adjustment]
- Adjustment 3: [Describe adjustment]

## Rationale

[Explain the reasons for the proposed adjustments and how they will benefit the project.]

## Impact Assessment

[Analyze the impact of these adjustments on the project timeline, resources, and budget.]

## Next Steps

I would appreciate the opportunity to discuss this proposal further at your earliest convenience. Please let me know if you would like to schedule a meeting to review these adjustments more comprehensively.

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

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]