

Scope Change Appeal Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Appeal for Scope Change Decision

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal the recent decision regarding the scope change request submitted for [Project/Task Name] on [Date of Original Submission].

As detailed in the original request, the need for this scope change arose due to [brief explanation of the reason for scope change]. We believe that this adjustment will greatly enhance the overall project outcome and align better with our objectives.

While I understand that the initial assessment concluded [reason for rejection], I would like to provide additional information that may warrant reconsideration. [Include any new evidence, supporting arguments, or changes in circumstances].

We sincerely wish to address any concerns regarding this change and are open to discussions on how we can best implement the necessary adjustments with minimal disruption. Your collaboration in this matter is vital, and I believe a joint effort will lead to a more successful outcome for all stakeholders involved.

Please let me know a suitable time for us to discuss this matter further. I appreciate your time and consideration and look forward to your positive response.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]