

Scope Reevaluation Request

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a reevaluation of the project scope for [Project Name/Description]. After a thorough review of the progress and feedback from our team, we have identified several areas that could benefit from reassessment.

Key points for consideration include:

- [Point 1]
- [Point 2]
- [Point 3]

We believe that addressing these points will enhance our project's success and align with our overall objectives. I would appreciate the opportunity to discuss this further at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]