

# Contractor Scope Alteration Notification

Date: [Insert Date]

To: [Contractor's Name]

From: [Your Name/Company]

Subject: Notification of Scope Alteration

Dear [Contractor's Name],

I hope this message finds you well. We are writing to inform you of an alteration to the scope of work associated with the [Project Name] project.

The following changes will be effective as of [Effective Date]:

- [Detail 1: Description of scope alteration]
- [Detail 2: Description of scope alteration]
- [Detail 3: Description of scope alteration]

We believe that these modifications will enhance the project's overall outcome. Please review the changes and confirm your understanding and acceptance as soon as possible.

Should you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]