

Project Scope Adjustment Proposal

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Proposal for Adjustment of Project Scope - [Project Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose an adjustment to the scope of the [Project Name] project. After careful consideration and analysis of our progress and resource capabilities, we have identified several areas where modifications would enhance our workflow and ensure successful project delivery.

Current Scope Overview

[Briefly describe the current scope of the project.]

Proposed Adjustments

- [Adjustment 1 - Description]
- [Adjustment 2 - Description]
- [Adjustment 3 - Description]

Rationale

[Explain the reasons for the proposed adjustments, including potential benefits and impacts.]

Impact on Timeline and Budget

[Discuss how the adjustments would affect the project timeline and budget.]

I believe these adjustments will position us better to meet our project goals and exceed expectations. I would appreciate the opportunity to discuss this proposal further at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]