

Letter of Scope Adjustment Discussion

Date: [Insert Date]

To: [Contractor's Name]

From: [Your Name]

Subject: Discussion on Scope Adjustment

Dear [Contractor's Name],

I hope this message finds you well. I am writing to discuss the recent developments regarding the scope of work for [Project Name/ID]. As we proceed, it has become evident that there are some adjustments necessary to better align the project outcomes with our expectations and requirements.

Key areas for discussion include:

- Adjustments to project deliverables
- Revisions to timelines and milestones
- Additional resources required
- Budget considerations

We would appreciate your feedback on these points. Please let us know your availability for a meeting to discuss this in further detail. Our goal is to ensure that we are all on the same page moving forward.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]