

Scope Change Notification

Date: [Insert Date]

To: [Client's Name]

From: [Your Company's Name]

Subject: Notification of Scope Change

Dear [Client's Name],

We are writing to notify you of a proposed change to the scope of work as per our existing agreement dated [Insert Contract Date]. The following outlines the requested changes:

Proposed Change Details

- **Current Scope:** [Describe current scope]
- **Proposed Changes:** [Describe proposed changes]
- **Justification:** [Explain the reason for the change]
- **Impact on Timeline:** [Discuss any changes to the timelines]
- **Cost Implications:** [Mention any cost changes]

We kindly ask for your review and approval of this change at your earliest convenience. Please feel free to reach out if you have any questions or require further clarification regarding this notification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Contact Information]