

Construction Project Scope Adjustment Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to formally inform you of an adjustment to the scope of the [Project Name] that is currently underway. After thorough evaluation and discussions with our project team, we have identified areas that require changes due to [brief reason for adjustment, e.g., unforeseen circumstances, design updates, etc.].

Details of the adjustment are as follows:

- **Original Scope:** [Brief description of original scope]
- **Adjusted Scope:** [Brief description of adjusted scope]
- **Reason for Adjustment:** [Brief description of reason]
- **Impact on Timeline:** [Details on any changes to the timeline]
- **Additional Costs:** [Details on any cost implications]

We are committed to maintaining the highest standards and believe that these adjustments will ultimately enhance the overall quality of the project. We kindly ask for your understanding and support in implementing these changes.

If you have any questions or require further clarification, please do not hesitate to contact us directly at [Your Phone Number] or [Your Email Address]. We appreciate your cooperation and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]