

# Construction Project Scope Enhancement Notice

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

Dear [Contractor's Name],

Subject: Notice of Enhancement to Project Scope

We are writing to formally notify you of an enhancement to the scope of the construction project titled "[Project Name]", located at "[Project Address]". This enhancement is necessary to meet the updated requirements outlined by our team and stakeholders.

The details of the enhancement include:

- [Detail 1: Description]
- [Detail 2: Description]
- [Detail 3: Description]

We believe these enhancements will significantly improve the overall outcome of the project. Please acknowledge receipt of this notice and provide any feedback or concerns by "[Response Deadline]".

We look forward to your cooperation in implementing these changes promptly.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]