

Construction Project Scope Expansion Notification

Date: [Insert Date]

To: [Recipient Name]
[Recipient Position]
[Company Name]
[Company Address]

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you about an important update regarding the ongoing construction project at [Project Location].

Due to [reason for scope expansion], we have decided to expand the scope of the project. The key changes include:

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

We believe that these changes will enhance the overall quality and efficiency of the project, and we are committed to minimizing any disruptions during this transition.

If you have any questions or require further details, please do not hesitate to reach out to us at [Contact Information].

Thank you for your continued support and partnership.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]