

Construction Project Scope Update

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Update on Construction Project Scope

Dear [Recipient Name],

I hope this message finds you well. I am writing to provide you with an update on the scope of the [Project Name] construction project.

As of [Insert Date], the following adjustments have been made to the project scope:

- Updated Task 1: [Description of change]
- Updated Task 2: [Description of change]
- Updated Task 3: [Description of change]

These changes have been implemented to ensure that we meet the project deadlines and quality standards. A revised project schedule will be sent to you shortly.

Should you have any questions or require further details, please do not hesitate to reach out.

Thank you for your understanding and continued cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]