

Construction Project Scope Adjustment

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally request an adjustment to the scope of the [Project Name/Description] project that is currently underway at [Project Location]. After careful evaluation of project progress and discussions with our team, we have identified areas where changes are necessary to better align with project objectives.

Proposed Adjustments

- Adjustment 1: [Brief description of adjustment]
- Adjustment 2: [Brief description of adjustment]
- Adjustment 3: [Brief description of adjustment]

The reasons for these adjustments include:

1. [Reason 1]
2. [Reason 2]
3. [Reason 3]

We believe that these changes will enhance the project outcomes and ensure that we meet the necessary standards and expectations. We would appreciate your prompt attention to this request and look forward to your approval.

Thank you for your understanding and support. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]