

# Letter of Scope Modification

**Date:** [Insert Date]

**To:** [Recipient's Name]

**Company:** [Recipient's Company]

**Address:** [Recipient's Address]

Dear [Recipient's Name],

We are writing to formally request a modification to the scope of work related to the [Project Name] project, originally outlined in our contract dated [Contract Date]. After a thorough review and assessment of project requirements, we believe the following modifications are necessary:

- **Modification 1:** [Description of modification]
- **Modification 2:** [Description of modification]
- **Modification 3:** [Description of modification]

These modifications are intended to [explain the purpose or benefits of the modifications]. We estimate that these changes will require an additional [Number of Days/Weeks] to implement and will incur an estimated cost adjustment of [Cost Estimate].

We appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact us at [Your Phone Number] or [Your Email Address] should you have any questions or require further details.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[Your Phone Number]

[Your Email Address]