

Construction Project Scope Adjustment Recommendation

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Recommendation for Scope Adjustment in [Project Name]

Dear [Recipient Name],

We are writing to discuss necessary adjustments to the scope of the [Project Name] currently underway at [Project Location]. After careful evaluation, we have identified several key areas that require modification to ensure the project's successful completion.

Recommended Adjustments

- **Adjustment 1:** [Describe the adjustment and its rationale]
- **Adjustment 2:** [Describe the adjustment and its rationale]
- **Adjustment 3:** [Describe the adjustment and its rationale]

We believe that implementing these recommendations will yield positive outcomes, including [list benefits, such as improved efficiency, cost savings, etc.].

Please review the suggested adjustments at your earliest convenience. We are available to discuss further and answer any questions you may have.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]