

# Petition for Modified Project Requirements

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request modifications to the project requirements for [Project Name/Description]. Due to [briefly explain reason for modification, such as unforeseen circumstances, resource availability, etc.], we believe that some adjustments are necessary to ensure the project's success.

The proposed modifications are as follows:

- [Modification 1 - Describe the change and reasoning]
- [Modification 2 - Describe the change and reasoning]
- [Modification 3 - Describe the change and reasoning]

We appreciate your consideration of this petition and are confident that these adjustments will lead to better outcomes for the project. I am happy to discuss this matter further at your earliest convenience.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]