

# Contract Re-evaluation Request for Scope Modification

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]

[Recipient Name]  
[Recipient Position]  
[Recipient Company Name]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a re-evaluation of our current contract, specifically concerning the modifications needed for the project scope. Due to [briefly explain the reason for the modification, e.g., changes in project requirements, client feedback, unforeseen circumstances], we believe that adjustments are necessary to better meet the objectives of our agreement.

We would like to propose the following modifications:

- [Modification 1]
- [Modification 2]
- [Modification 3]

We appreciate your understanding and collaboration on this matter, and we look forward to discussing these modifications at your earliest convenience. Please let us know a suitable time for a meeting or if any additional documentation is required for this review.

Thank you for your attention to this matter. We are eager to continue our successful partnership.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Phone Number]  
[Your Email Address]