

Contract Scope Change Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to formally notify you of a proposed change in the scope of work outlined in our contract dated [Insert Contract Date]. We have identified the need for the following changes:

- [Description of Change #1]
- [Description of Change #2]
- [Description of Change #3]

These changes are necessary due to [brief explanation of the reason for changes]. We believe these adjustments will enhance the overall effectiveness of the project.

We request your approval of these changes by [Insert Response Date]. Please find the details regarding the impacts on the project timeline and budget attached to this notification.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[Your Phone Number]

[Your Email]