[Company Name]

[Company Address]

[City, State, ZIP Code]

**Subject: Notification of Project Scope Changes**

Dear [Recipient’s Name],

I am writing to inform you of updates to the scope of the [Project Name], as agreed upon in our initial project plan dated [ORIGINAL PROJECT PLAN DATE]. These changes have been implemented to better align the project with [*specific goals, requirements, or constraints, e.g., “evolving business needs,” “stakeholder feedback,” or “budgetary considerations”*].

**Summary of Scope Changes**:

* [*Change 1, e.g., “Increased focus on [specific deliverable].”*]
* [*Change 2, e.g., “Removal of [specific task or deliverable].”*]
* [*Change 3, e.g., “Adjustment to timelines for [specific phase or milestone].”*]

**Reason for Changes**:

These adjustments were made due to [*brief explanation of reasons for changes, e.g., “feedback from stakeholders,” “shifts in market conditions,” or “resource availability”*].

**Impact on Project Timeline and Budget**:

* **Timeline**: [*Briefly describe any changes to the timeline, e.g., “The project completion date has been extended by two weeks to accommodate the changes.”*]
* **Budget**: [*Briefly describe any changes to the budget, e.g., “No significant impact on the overall budget is anticipated.”*]

**Next Steps**:

We have updated the project plan to reflect these changes, which is attached for your review. Please let us know if you have any questions or concerns about these adjustments. If you would like to schedule a meeting to discuss these changes further, please contact [Name, Title] at [Email Address/Phone Number].

Thank you for your understanding and continued collaboration as we work to ensure the success of [Project Name].

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE]

[COMPANY NAME]