[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]
Dear [Recipient Name],
Subject: Change in Project Scope for [Project Name]
I hope this message finds you well.
I am writing to formally communicate a change in the scope of the jQuery project titled [Project Name]. After our recent discussions and evaluations, it has become clear that adjustments are necessary to better align with the project goals and client requirements.
The following changes are proposed:
1. **Change Description**:
 - [Briefly describe the change]
2. **Reason for Change**:
 - [Explain why the change is necessary]
3. **Impact on Timeline**:
 - [Discuss any impacts on delivery dates or timelines]
4. **Budget Implications**:
 - [Provide any details on budget changes resulting from the scope change]
We believe that these adjustments will contribute positively to the overall success of the project. We appreciate your understanding and support as we move forward with these updates.
Please confirm your agreement with these changes at your earliest convenience, or let us know if you would like to discuss this further.
Thank you for your collaboration and support.
Sincerely,
[Your Name]
[Your Position]
[Your Company]