Dear *Client,*  
  
During one of our  regular internal audits we discovered that  a significant amount of the work listed and done for this project is out of scope of the contract. we can arrange for the project to be amended using a CR (attached) . Alternatively to speed matters up you can pay for the difference upfront to save on extra paperwork and lag time generated by the out of scope requests  
  
If you have any further requests which are out of scope of the project, simply fill the CR template attached and return to Administrative Services for prompt processing. Thank you and we look forward to building on our excellent business relationship.

Kind Regards,

Clarissa Riordan.   
Administrative Services, Razormind.

"Razormind" is a trading name of Razormind Limited.

This Company is registered in the UK under company number 08097903.

Registered office: 7 Drayfields, Manchester, M437ET.