

Project Goal Clarification

Date: [Insert Date]

To: [Student Group Name]

From: [Instructor's Name]

Subject: Clarification of Project Goals for [Project Title]

Dear [Student Group Name],

I hope this message finds you well. I wanted to take a moment to clarify the goals of your upcoming project, [Project Title], to ensure that everyone is aligned and understands the expectations.

Project Objectives:

- Objective 1: [Insert Objective]
- Objective 2: [Insert Objective]
- Objective 3: [Insert Objective]

Deliverables:

- Deliverable 1: [Insert Deliverable]
- Deliverable 2: [Insert Deliverable]
- Deliverable 3: [Insert Deliverable]

Please ensure that you adhere to the project timeline and communicate effectively with each other. If there are any questions or further clarifications needed, do not hesitate to reach out.

Thank you for your attention to these details, and I look forward to seeing your progress.

Best regards,

[Instructor's Name]

[Instructor's Title]

[Contact Information]