

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company/Organization: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide clarification regarding the scope of the assignment titled "[Assignment Title]."

This assignment aims to [briefly describe the main goal of the assignment]. The scope includes the following key components:

- Component 1: [Description]
- Component 2: [Description]
- Component 3: [Description]

We anticipate that the assignment will require [mention time frame or resources needed] and will involve the following deliverables:

1. Deliverable 1: [Description]
2. Deliverable 2: [Description]
3. Deliverable 3: [Description]

Please feel free to reach out if you have any questions or need further clarification regarding this assignment.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]