

# Project Requirements Specification

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Project Requirements Specification for [Project Name]

## 1. Project Overview

[Brief description of the project and its objectives]

## 2. Stakeholders

- [Stakeholder 1]
- [Stakeholder 2]
- [Stakeholder 3]

## 3. Functional Requirements

1. [Functional Requirement 1]
2. [Functional Requirement 2]
3. [Functional Requirement 3]

## 4. Non-Functional Requirements

1. [Non-Functional Requirement 1]
2. [Non-Functional Requirement 2]
3. [Non-Functional Requirement 3]

## 5. Assumptions

[List any assumptions made during the specification process]

## 6. Constraints

[List any constraints related to the project]

## 7. Approval

We request your approval of the above requirements to proceed with the project.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]