

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Confirmation of Project Scope Details

Dear [Recipient Name],

We are pleased to confirm the details of the project scope as discussed in our recent meetings. The key elements of the project scope are outlined below:

**Project Title: [Insert Project Title]**

**Objectives:**

- [Objective 1]
- [Objective 2]
- [Objective 3]

**Deliverables:**

- [Deliverable 1]
- [Deliverable 2]
- [Deliverable 3]

**Timeline:**

Project start date: [Insert Start Date]

Estimated completion date: [Insert Completion Date]

**Budget:**

Total budget: [Insert Budget Amount]

We look forward to your acknowledgment of this project scope confirmation and are excited to move forward. Please feel free to reach out if you have any questions or require further clarification.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]