

Scope of Work Definition Clarification

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Clarification of Scope of Work

Dear [Recipient Name],

I hope this message finds you well. I am writing to clarify the scope of work as discussed in our previous meetings regarding [Project Name]. It is important to ensure that both parties have a mutual understanding of the responsibilities and deliverables involved in this project.

Defined Scope of Work:

- Task 1: [Description of Task 1]
- Task 2: [Description of Task 2]
- Task 3: [Description of Task 3]
- Deliverables: [List of Deliverables]
- Timeline: [Estimated Timeline]

If there are any additional details or adjustments that need to be discussed, please feel free to reach out. I am committed to ensuring that we are aligned on all aspects of this project.

Thank you for your attention to this matter. I look forward to your feedback.

Best regards,
[Your Name]
[Your Job Title]
[Your Company]
[Your Phone Number]
[Your Email]