

Letter of Services Scope Refinement

Date: [Insert Date]

To: [Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

Dear [Recipient Name],

We appreciate the opportunity to work with you on [Project Name]. As we move forward, we would like to take a moment to refine and clarify the scope of services we will be providing to ensure that all expectations are aligned.

Scope of Services

- [Service 1 Description]
- [Service 2 Description]
- [Service 3 Description]
- [Additional Services, if applicable]

We believe that the above adjustments will lead to a more efficient process and successful outcomes. Please review the refined scope and let us know if you have any questions or additional input.

Thank you for your continued trust in our services. We look forward to your feedback.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]