

Project Specifications Letter

Date: [Insert Date]

To: [Client's Name]

From: [Your Name]

Subject: Project Specifications for [Project Name]

Project Overview

[Provide a brief overview of the project, its goals, and objectives.]

Scope of Work

1. [Task 1 Description]
2. [Task 2 Description]
3. [Task 3 Description]

Deliverables

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

Timeline

Project Start Date: [Start Date]

Project End Date: [End Date]

Milestones:

- [Milestone 1 and Date]
- [Milestone 2 and Date]

Budget

Total Project Cost: [Total Amount]

Payment Schedule: [Payment Terms]

Contact Information

If you have any questions or require further information, please feel free to contact me at:

Email: [Your Email]

Phone: [Your Phone Number]

Thank you for the opportunity to work on this project. I look forward to your feedback.

Sincerely,

[Your Name]