

# Subject: Scope Refinement Communication

Dear [Recipient's Name],

I hope this message finds you well. As we progress with the [Project Name], I would like to address the upcoming scope refinement meeting scheduled for [Date and Time].

The objective of this meeting is to align our understanding of the project's scope and make necessary adjustments based on recent findings and stakeholder feedback. Your input will be invaluable in ensuring we meet our goals effectively.

Please find below the topics we plan to cover:

- Overview of current project scope
- Feedback from stakeholders
- Proposed changes and their implications
- Next steps and action items

Kindly confirm your availability for the meeting. If you have any preliminary thoughts or additional topics to discuss, please feel free to share them ahead of time.

Thank you for your attention, and I look forward to your valuable contributions.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]