

Project Scope Definition

Date: [Insert Date]

From: [Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]

To: [Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Contact Information]

Subject: Project Scope Definition for [Project Name]

Dear [Recipient Name],

I am writing to formally define the scope of the [Project Name] that we are undertaking. This document outlines the objectives, deliverables, timelines, and all necessary details relevant to our project.

Project Objectives

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

Project Deliverables

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

Timeline

The estimated timeline for the project is as follows:

- [Start Date] - Project Kickoff
- [Milestone 1] - [Date]
- [Milestone 2] - [Date]
- [End Date] - Project Completion

Roles and Responsibilities

The following team members will be responsible for specific roles:

- [Name] - [Role]
- [Name] - [Role]

Please review this project scope definition and provide your feedback by [Feedback Deadline]. If you have any questions or need further clarifications, do not hesitate to reach out.

Thank you for your attention. I look forward to working together on the [Project Name].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]