

# Contract Scope Clarification Letter

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

Subject: Clarification of Contract Scope

I hope this message finds you well. We appreciate your collaboration on the [Project Name/Contract Title]. As we move forward, we would like to clarify certain aspects of the contract scope to ensure mutual understanding and alignment.

1. **Project Objectives:** [Briefly outline the main objectives.]
2. **Deliverables:** [List the specific deliverables expected.]
3. **Timeline:** [Provide timeline expectations.]
4. **Responsibilities:** [Clarify the responsibilities of both parties.]

We believe that by addressing these points, we can prevent any misunderstandings and ensure a smoother execution of the project. Please feel free to reach out if you have any concerns or require further clarification.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]