

Project Scope Confirmation

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Confirmation of Project Scope

Dear [Recipient's Name],

We are pleased to confirm the scope of the [Project Name] project as discussed during our recent meetings. Below is a summary of the key elements of the project scope:

Project Overview

[Brief description of the project purpose and objectives]

Scope of Work

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

Timeline

[Insert project timeline and key milestones]

Budget

[Insert budget details or range]

We appreciate your collaboration on this project and are looking forward to achieving our mutual goals. Please confirm your acceptance of the above scope by signing below or replying to this email.

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]

Acceptance

I, [Recipient's Name], hereby accept the scope as outlined above.

Signature: _____

Date: _____