

Service Scope Definition

Date: [Insert Date]

To: [Client Name]

From: [Your Company Name]

Subject: Service Scope Definition Agreement

Dear [Client Name],

We are pleased to present the scope of services for [Project/Service Name] as discussed during our recent meetings. This document serves to outline the deliverables and expectations for the project, ensuring clarity for all parties involved.

1. Project Overview

[Brief description of the project, its purpose, and objectives.]

2. Scope of Services

- [Service 1: Description]
- [Service 2: Description]
- [Service 3: Description]

3. Deliverables

- [Deliverable 1: Description]
- [Deliverable 2: Description]
- [Deliverable 3: Description]

4. Timeline

[Overview of the project timeline, including key milestones.]

5. Acceptance Criteria

[Define the criteria that will be used to determine if the services are satisfactory.]

If you agree with the scope outlined above, please sign and return a copy of this letter by [Insert Date]. We look forward to working together on this project.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

[Client Name]

[Title/Position, if applicable]

Date: _____