

# Work Scope Agreement

Date: [Insert Date]

From: [Your Name]

Company: [Your Company]

To: [Recipient Name]

Company: [Recipient Company]

## Subject: Work Scope Agreement

Dear [Recipient Name],

This letter serves to outline the scope of work for the project titled "[Project Name]." The purpose of this agreement is to ensure both parties are in agreement regarding the tasks, deliverables, and timelines.

### Scope of Work:

- Task 1: [Description of Task 1]
- Task 2: [Description of Task 2]
- Task 3: [Description of Task 3]

### Deliverables:

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

### Timeline:

The estimated completion date for the project is [Insert Date].

### Acceptance:

By signing below, both parties agree to the terms outlined in this scope of work agreement.

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[Your Name]

[Your Title]

[Date]

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[Recipient Name]  
[Recipient Title]  
[Date]

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company]  
[Your Contact Information]