

# Subject: Clarification Needed for Project Scope

Dear [Recipient's Name],

I hope this message finds you well. As we progress with the [Project Name], I would like to ensure that we have a comprehensive understanding of the project scope. To achieve this, I have compiled a few questions that I believe will help clarify our objectives and expectations.

## Questions:

1. What are the key deliverables expected from this project?
2. Are there specific milestones we should be aware of?
3. Who are the primary stakeholders, and what are their expectations?
4. What resources are allocated for this project?
5. Are there any constraints or limitations that we should consider?
6. How do we define success for this project?

Thank you for your time and assistance. I look forward to your responses to these questions, which will greatly enhance our understanding and execution of the project.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]