

Project Detail Confirmation Request

Dear [Recipient's Name],

I hope this message finds you well. We are currently in the process of finalizing the details regarding the [Project Name/Title]. To ensure that everything aligns with your expectations and requirements, we kindly request your confirmation on the following details:

- Project Scope
- Timeline
- Budget
- Key Deliverables

Your confirmation on the above points will greatly assist us in moving forward smoothly. Please feel free to reach out if you have any questions or require further clarifications.

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

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]