

# Letter of Project Scope Clarification

Date: [Insert Date]

To: [Subcontractor Name]

[Subcontractor Address]

From: [Your Name]

[Your Company Name]

[Your Company Address]

Subject: Clarification of Project Scope for [Project Name]

Dear [Subcontractor Name],

We hope this letter finds you well. This correspondence serves to clarify the scope of work for the [Project Name] as per our recent discussions.

## Project Scope Overview:

- **Task 1:** [Description of Task 1]
- **Task 2:** [Description of Task 2]
- **Task 3:** [Description of Task 3]
- **Deliverables:** [List of Deliverables]

## Timeline:

The anticipated timeline for the completion of these tasks is as follows:

- **Start Date:** [Insert Start Date]
- **Completion Date:** [Insert Completion Date]

## Additional Notes:

Should you have any queries or require further clarification regarding the outlined scope, please do not hesitate to reach out.

Thank you for your cooperation and we look forward to working together on this project.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]