

Construction Project Scope Clarification

Date: [Insert Date]

To:

[Recipient's Name]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Clarification of Project Scope for [Project Name]

We are writing to clarify the scope of the [Project Name] construction project, as discussed during our recent meetings. It has come to our attention that several elements require further definition to ensure that all parties have a mutual understanding of the project expectations.

1. **Objective:** [Describe the main objective of the project.]
2. **Deliverables:** [List the expected deliverables and their specifications.]
3. **Timeline:** [Outline the project timeline with major milestones.]
4. **Budget:** [Include budget considerations and constraints.]
5. **Responsibilities:** [Clarify roles and responsibilities of involved parties.]

We believe that with these clarifications, we can proceed more efficiently and effectively. Please review the above points and let us know if there are any discrepancies or further questions.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]