

Project Scope Clarification

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Clarification on Project Scope for [Project Name]

Dear [Recipient Name],

I hope this message finds you well. I am writing to seek clarification regarding the scope of the [Project Name] project. As we progress, it is essential to ensure that all parties have a mutual understanding of the project deliverables, timelines, and expectations.

Project Overview

[Briefly describe the project objective and goals.]

Key Deliverables

- [Deliverable 1]
- [Deliverable 2]
- [Deliverable 3]

Timeline

The expected timeline for the project is as follows:

- Phase 1: [Start Date] to [End Date]
- Phase 2: [Start Date] to [End Date]
- Phase 3: [Start Date] to [End Date]

Questions for Clarification

1. [Question 1]
2. [Question 2]
3. [Question 3]

Your insights on these matters will be invaluable in keeping the project on track. Please let me know a convenient time for us to discuss this further or if you prefer to respond via email.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]