

# Project Goals Clarification

Dear [Friend's Name],

I hope this message finds you well. As we embark on our exciting project together, I wanted to take a moment to clarify our goals to ensure we are on the same page.

## Project Objectives

- Objective 1: [Brief description]
- Objective 2: [Brief description]
- Objective 3: [Brief description]

## Timeline

We aim to complete the project by [insert deadline]. Key milestones include:

- Milestone 1: [Date] - [Brief description]
- Milestone 2: [Date] - [Brief description]
- Milestone 3: [Date] - [Brief description]

## Roles and Responsibilities

Let's outline who will be responsible for which tasks:

- [Your Name]: [Responsibilities]
- [Friend's Name]: [Responsibilities]

Feel free to share any thoughts or concerns you might have about the project goals. I'm looking forward to collaborating with you!

Best,

[Your Name]