

Project Scope Boundaries Discussion

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Address]
[City, State, Zip]

Dear [Recipient's Name],

I hope this message finds you well. As we progress with the [Project Name], it is essential to clarify the scope boundaries to ensure alignment and manage expectations effectively.

In our upcoming meeting scheduled for [Insert Date and Time], I would like to discuss the following key topics:

- Define included project deliverables
- Identify exclusions and constraints
- Determine stakeholder responsibilities
- Discuss timeline and milestones

Your insights and contributions to this discussion will be invaluable as we refine our approach and achieve our objectives. Please feel free to prepare any thoughts or documents you would like to share during the meeting.

Thank you for your attention to this important matter. I look forward to our discussion.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization Name]
[Your Contact Information]