

# Project Scope Clarification Request

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Clarification Request for Project Scope

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding the scope of the [Project Name] we are currently working on.

As we progress, there are a few areas that require further definition to ensure that we are aligned and can meet the project objectives effectively:

- [Specify the first area needing clarification]
- [Specify the second area needing clarification]
- [Specify any additional areas if necessary]

Could you please provide additional details or guidance on these points? This will greatly assist us in staying on track and meeting the project deadlines.

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

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]