

Project Scope Criteria Verification

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to verify the criteria related to the scope of the [Project Name] project as outlined in our initial project proposal. Please find below the key scope criteria that we would like to confirm:

- **Project Objectives:** [Brief description of project objectives]
- **Deliverables:** [List of deliverables]
- **Milestones:** [List of milestones and timelines]
- **Stakeholders:** [Names of key stakeholders]
- **Budget:** [Overview of budgetary constraints]

We appreciate your assistance in confirming these criteria to ensure that our project aligns with the expectations and requirements set forth. Please respond by [Insert Response Deadline].

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]