

# Project Scope Details Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to confirm the details of the project scope as discussed in our recent meeting. Below are the key elements that we have agreed upon:

## Project Title:

[Insert Project Title]

## Project Objectives:

- [Objective 1]
- [Objective 2]
- [Objective 3]

## Deliverables:

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

## Timeline:

Start Date: [Insert Start Date]

End Date: [Insert End Date]

## Budget:

[Insert Budget Details]

Please review the above details and confirm your agreement by [Insert Confirmation Date].  
Should you have any questions or need further clarifications, feel free to reach out.

Thank you for your attention to this matter, and we look forward to your confirmation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]