

Project Scope Responsibilities Clarification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Clarification on Project Scope Responsibilities

Dear [Recipient's Name],

I hope this message finds you well. As we move forward with the [Project Name], I would like to clarify the responsibilities outlined in the project scope to ensure alignment and understanding among all team members.

Project Overview

Provide a brief overview of the project, including objectives and key deliverables.

Responsibilities

- [Name/Department]: [Responsibility Description]
- [Name/Department]: [Responsibility Description]
- [Name/Department]: [Responsibility Description]

Next Steps

We would appreciate your feedback on the above responsibilities by [Insert Feedback Deadline]. This will help us ensure that all team members are on the same page and to address any potential concerns early on.

Thank you for your attention to this matter. Please feel free to reach out if you have any questions or require further clarification.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]