

Project Scope Summary Request

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Request for Project Scope Summary

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a summary of the project scope for [Project Name]. As we move forward with our planning and execution phases, having a clear understanding of the project scope is essential to ensure alignment among all stakeholders.

Specifically, I would appreciate details regarding the following aspects:

- Project Objectives
- Deliverables
- Timeline
- Resources Required
- Key Stakeholders

Could you please provide this summary by [Insert Deadline]? This will greatly assist us in our preparations and facilitate a smoother project progression.

Thank you for your cooperation. I look forward to your prompt response.

Best Regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]