

Subject: Clarification on Collaborative Project Discussions

Dear [Team Member's Name],

I hope this message finds you well. I wanted to take a moment to clarify some points discussed in our recent project meeting regarding [Project Name]. It is essential for us to ensure that everyone is on the same page as we move forward.

1. **Project Goals:** It's important that we all agree on the main objectives of the project. Our primary goal is [insert goal].

2. **Roles and Responsibilities:** To avoid any confusion, I would like to outline the responsibilities assigned to each member:

- [Team Member A] - [Responsibility]
- [Team Member B] - [Responsibility]
- [Team Member C] - [Responsibility]

3. **Timeline:** The deadlines discussed were [insert timeline]. Please confirm that this is feasible for everyone.

Should there be any discrepancies or additional thoughts from your side, please feel free to share. Open communication will help us achieve our goals more effectively.

Thank you for your cooperation, and I look forward to our continued collaboration.

Best Regards,

[Your Name]

[Your Position]

[Your Contact Information]