

# Project Scope Definition Letter

Date: [Insert Date]

**To:** [Client Name]  
[Client Title]  
[Client Company]  
[Client Address]

Dear [Client Name],

We are pleased to present the Project Scope Definition for the [Project Name]. This document outlines the project's objectives, deliverables, timelines, and the responsibilities of both parties involved.

## Project Objectives

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

## Deliverables

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

## Timeline

The project is expected to commence on [Start Date] and conclude by [End Date].

## Responsibilities

Our team will be responsible for [Your Responsibilities]. We request that your team provides [Client Responsibilities].

We believe that this scope aligns with your expectations and look forward to your approval to move forward. Please review the attached document and provide your feedback by [Feedback Deadline].

Thank you for your attention. We look forward to a successful collaboration.

Best regards,  
[Your Name]  
[Your Title]  
[Your Company]  
[Your Contact Information]