

Project Scope Definition

Date: [Insert Date]

To: [Client's Name]

From: [Your Name / Company Name]

Subject: Project Scope Definition for Contract Negotiations

Dear [Client's Name],

We appreciate the opportunity to collaborate with you on [Project Name]. This letter outlines the proposed scope of the project for our upcoming contract negotiations. Our aim is to ensure that both parties have a clear understanding of the project deliverables.

1. Project Overview

[Brief description of the project, its objectives, and significance.]

2. Scope of Work

- [Deliverable 1: Description]
- [Deliverable 2: Description]
- [Deliverable 3: Description]

3. Project Timeline

[Provide an overview of the timeline, including major milestones.]

4. Roles and Responsibilities

[Outline the roles of both parties in the project.]

5. Budget Overview

[Provide a summary of the budget and payment terms.]

Next Steps

We look forward to discussing this project scope in detail and finalizing our contract. Please feel free to reach out with any questions or adjustments.

Thank you for considering this proposal. We are excited about the possibility of working together.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]