

Project Scope Definition

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]

Dear [Recipient's Name],

We are pleased to initiate the [Project Name] project, and this letter serves as the formal definition of the project scope. The following outlines the objectives, deliverables, and key stakeholders involved in the project:

Project Objectives

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

Project Deliverables

- Deliverable 1: [Description and due date]
- Deliverable 2: [Description and due date]
- Deliverable 3: [Description and due date]

Key Stakeholders

- Stakeholder 1: [Name and Role]
- Stakeholder 2: [Name and Role]
- Stakeholder 3: [Name and Role]

This document is intended to provide clarity and agreement regarding the direction of the project. We look forward to your feedback and approval to proceed.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title]
[Your Company]
[Your Contact Information]