

# Scope Inquiry for Contracting Work

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

We are seeking a detailed scope of work for the upcoming project, [Project Name], scheduled to commence on [Start Date]. This letter serves as a formal inquiry to gather the necessary details to assess your capabilities in fulfilling our requirements.

## Project Overview:

[Brief description of the project and its objectives]

## Scope of Work Requirements:

- [Specific task or phase 1]
- [Specific task or phase 2]
- [Specific task or phase 3]

## Deliverables:

[Description of the expected deliverables]

## Timeline:

[Proposed timeline and deadlines]

## Budget:

[Budget range or limits, if applicable]

We would appreciate it if you could provide your detailed scope of work, including any qualifications, timelines, and pricing estimates, by [Response Deadline]. Should you have any questions or need further information, please do not hesitate to reach out.

Thank you for your prompt attention to this inquiry. We look forward to your detailed response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]