

Project Scope Clarification

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Company Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

We are writing to clarify the scope of the [Project Name] as discussed in our previous meetings. It is essential to ensure that both parties have a clear understanding of the project requirements to prevent any potential misunderstandings moving forward.

Project Overview

[Brief description of the project]

Scope of Work

- [Task/Service 1]
- [Task/Service 2]
- [Task/Service 3]
- [Additional tasks/services if applicable]

Deliverables

We expect the following deliverables from your team:

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

Project Timeline

The expected timeline for the project completion is as follows:

[Insert timeline details]

Budget and Payment Terms

The agreed budget for this project is [Insert budget], and the payment terms are as follows:

[Insert payment terms]

We believe that this clarification will assist both parties in adhering to the defined project scope effectively. Please confirm your understanding and agreement to the outlined scope. Should you have any questions or require further clarifications, feel free to reach out.

Thank you for your attention to this matter, and we look forward to a successful partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]