

# Scope and Responsibility Clarification

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

Dear [Contractor's Name],

We are writing to clarify the scope and responsibilities pertaining to our ongoing project titled [Project Name]. It is crucial for both parties to have a clear and mutual understanding to ensure smooth progress and successful completion.

## Project Scope:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]
- [Responsibility 4]

## Your Responsibilities:

- [Contractor's Responsibility 1]
- [Contractor's Responsibility 2]
- [Contractor's Responsibility 3]

## Project Timeline:

The anticipated timeline for the project is [Insert Timeline]. Please ensure that all responsibilities are met within this timeframe.

If you have any questions or require further clarification, do not hesitate to contact us at [Your Contact Information]. We appreciate your cooperation and look forward to a successful partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]