

Scope Confirmation Letter

Date: [Insert Date]

To: [Client's Name]

Company: [Client's Company Name]

Address: [Client's Address]

Dear [Client's Name],

We are writing to confirm the scope of the digital project management services we will be providing for [Project Name]. Below is a summary of the agreed-upon scope:

Scope of Work

- [Objective 1]
- [Objective 2]
- [Objective 3]
- [Any additional objectives]

Timeline

The project is expected to commence on [Start Date] and conclude by [End Date].

Deliverables

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

We believe this project will greatly benefit [Client's Company], and we look forward to working together. Please confirm your acceptance of this scope by signing below.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Client Signature

Date: _____