

# Construction Project Scope Clarification Request

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to formally request clarification regarding the scope of work for the [Project Name] construction project, as outlined in the contract dated [Insert Contract Date].

There are several points that require further explanation:

- [Specify the first point needing clarification]
- [Specify the second point needing clarification]
- [Specify the third point needing clarification]

We believe that obtaining further details on these matters will enhance our understanding of the project requirements and ensure successful collaboration moving forward.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]