

Construction Project Scope Definition

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Project Scope Definition for [Project Name]

Project Overview

The purpose of this letter is to define the scope of work for the [Project Name], located at [Project Location].

Project Objectives

- Objective 1: [Define Objective]
- Objective 2: [Define Objective]
- Objective 3: [Define Objective]

Scope of Work

The scope of the project includes the following tasks:

1. Task 1: [Define Task]
2. Task 2: [Define Task]
3. Task 3: [Define Task]

Deliverables

The expected deliverables for this project are:

- Deliverable 1: [Define Deliverable]
- Deliverable 2: [Define Deliverable]
- Deliverable 3: [Define Deliverable]

Timeline

The estimated timeline for the project is as follows:

- Phase 1: [Start Date] to [End Date]
- Phase 2: [Start Date] to [End Date]

Budget

The estimated budget for the project is [Insert Budget Amount].

Contact Information

If you have any questions or require further information, please contact me at [Your Email] or [Your Phone Number].

Sincerely,

[Your Name]

[Your Position]

[Your Company]