

Construction Project Scope Inquiry

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. We are currently in the process of assessing our upcoming construction project and would like to inquire about the scope of work you can provide.

Specifically, we are interested in the following:

- Project Timeline
- Cost Estimates
- Materials and Resources Required
- Labor Requirements
- Compliance and Regulations

We would appreciate it if you could provide a detailed proposal outlining your services related to the project scope mentioned above by [Insert Due Date].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]