

Construction Project Scope Review

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally review the scope of the construction project titled "[Project Name]." As we progress through the initial phases, it is essential to ensure that all stakeholders are aligned with the outlined objectives, deliverables, and timelines.

Project Overview

Project Name: [Project Name]

Project Start Date: [Start Date]

Expected Completion Date: [Completion Date]

Scope of Work

The scope of this project includes, but is not limited to:

- [List key deliverables or tasks]
- [List key deliverables or tasks]
- [List key deliverables or tasks]

Timeline

The anticipated schedule for the project phases is as follows:

- [Phase 1: Start Date - End Date]
- [Phase 2: Start Date - End Date]
- [Phase 3: Start Date - End Date]

Next Steps

We kindly ask that you review the enclosed documentation and provide your feedback by [Feedback Due Date]. A meeting can be scheduled to discuss any concerns or adjustments that may be needed.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]