

Project Scope Definition

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Project Scope for Contract Discussion

Introduction

This letter outlines the proposed scope of the [Project Name] for your review and discussion.

Project Overview

Project Name: [Insert Project Name]

Project Description: [Brief Description of the Project]

Scope of Work

- Task 1: [Description]
- Task 2: [Description]
- Task 3: [Description]

Deliverables

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

Timeline

Proposed Start Date: [Insert Date]

Proposed End Date: [Insert Date]

Budget

Estimated Budget: [Insert Budget]

Next Steps

Please review the proposed scope and let me know your thoughts. I look forward to discussing this matter further.

Contact Information

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]

Thank you for your attention to this matter.