

# Engineering Project Scope Introduction

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Address]

Dear [Recipient's Name],

We are pleased to present the scope introduction for the [Project Name]. This project aims to [briefly describe the main goal of the project]. Our team has identified key objectives and deliverables that are essential to successfully execute this project.

## Project Objectives

- [Objective 1]
- [Objective 2]
- [Objective 3]

## Project Deliverables

- [Deliverable 1]
- [Deliverable 2]
- [Deliverable 3]

We anticipate that this project will [mention the expected impact or benefit]. We look forward to discussing this further and collaborating closely with your team.

Thank you for your attention. Please feel free to reach out for any queries.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company]  
[Contact Information]