

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

Dear [Recipient Name],

Subject: Project Scope Definition for [Project Name]

We are pleased to present the scope for the [Project Name] project, which aims to [briefly state the purpose of the project]. The following outlines the key components and deliverables of the project:

****Project Objectives:****

- [Objective 1]

- [Objective 2]

- [Objective 3]

****Project Deliverables:****

- [Deliverable 1]

- [Deliverable 2]

- [Deliverable 3]

****Project Timeline:****

- Start Date: [Start Date]

- End Date: [End Date]

****Project Milestones:****

- [Milestone 1]

- [Milestone 2]

- [Milestone 3]

****Stakeholders:****

- [Stakeholder 1]

- [Stakeholder 2]

- [Stakeholder 3]

****Budget Overview:****

The budget for this project is estimated at [Total Budget Amount], which includes:

- [Cost Item 1]

- [Cost Item 2]

- [Cost Item 3]

We look forward to collaborating on this project and ensuring its success. Please feel free to reach out with any questions or suggestions regarding the project scope.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]