



Dear Sir,

I am writing to you regarding the matter discussed in our meeting on the 15th of last month. I have reviewed the documents you provided and have some questions that I would like to ask you.

1. General Information

The first point I would like to clarify is the scope of the project. It is not clear from the documents whether the project is intended to be a pilot study or a full-scale implementation. This information is crucial for determining the resources required and the timeline for completion.

Secondly, I would like to know the specific objectives of the project. Are we aiming to improve efficiency, reduce costs, or increase customer satisfaction? Having clear objectives will help us to define the success criteria and to monitor progress throughout the project.

2. Budget and Resources

I have reviewed the budget and find it to be quite comprehensive. However, I would like to know how the budget is allocated across different phases of the project.

Yours faithfully,

[Signature]

[Name]

[Address]

[Phone Number]