

# Service Inquiry Clarification Response

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

Thank you for your recent inquiry regarding our services for your project proposals. We appreciate your interest in collaborating with us and would like to provide the following clarifications to support your decision-making process.

- **Service Overview:** [Brief description of the services offered]
- **Project Scope:** [Details about the project scope and deliverables]
- **Timeline:** [Estimated timeline for project completion]
- **Budget:** [Any budget considerations or ranges]
- **Contact Information:** [Your contact information for further inquiries]

Please feel free to reach out if you have any further questions or require additional information. We look forward to the possibility of working together to achieve your project goals.

Warm regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]