

Service Inquiry Clarification Response

Date: [Insert Date]

Dear [Recipient Name],

Thank you for reaching out regarding your inquiry about the adjustments to the service scope. We appreciate your interest and are happy to provide clarification on this matter.

After reviewing your request, we would like to confirm the following adjustments to the service scope:

- Adjustment 1: [Describe adjustment]
- Adjustment 2: [Describe adjustment]
- Adjustment 3: [Describe adjustment]

If you have any further questions or need additional information, please do not hesitate to reach out to us. We are here to assist you.

Thank you for your understanding.

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