

Task Clarification Letter

Date: [Insert Date]

From: [Your Name]

To: [Client's Name]

Subject: Clarification on Freelance Task

Dear [Client's Name],

I hope this message finds you well. I am writing to seek clarification regarding the freelance task assigned to me on [Insert Date/Project Name]. I want to ensure that I fully understand your requirements and deliver exactly what you are looking for.

Specifically, I would like to clarify the following points:

- [Point 1: Description]
- [Point 2: Description]
- [Point 3: Description]

Additionally, if there are any specific deadlines or preferences you have, please let me know. I'm keen to start work as soon as I have all the necessary information.

Thank you for your attention. I look forward to your response.

Best regards,

[Your Name]

[Your Contact Information]