

Job Order Clarification

Date: [Insert Date]

To: [Subcontractor's Name]

From: [Your Company Name]

Subject: Clarification on Job Order #[Job Order Number]

Dear [Subcontractor's Name],

We are writing to clarify details regarding Job Order #[Job Order Number] dated [Job Order Date]. Specifically, we would like to address the following points:

1. **Scope of Work:** [Insert details].
2. **Deadlines:** [Insert details].
3. **Payment Terms:** [Insert details].

We appreciate your attention to these matters and request that you confirm your understanding by [Insert Confirmation Deadline]. If you have any questions, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]