

Client Agreement Clarifications

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We hope this message finds you well. We are writing to provide essential clarifications regarding our agreement dated [Insert Date of Agreement]. We believe it is important to ensure that all terms and conditions are clearly understood to facilitate a smooth partnership.

1. Scope of Work

The scope of work includes [Detail the specific tasks or services]. Should there be any amendments or additions to the scope, we will communicate these promptly.

2. Payment Terms

Payment for services will be made according to the following schedule: [Detail Payment Schedule]. Please ensure that all payments are processed by the specified dates.

3. Project Timeline

The project is expected to commence on [Start Date] and conclude by [End Date]. We will provide regular updates throughout the duration of the project.

4. Points of Contact

For any inquiries or clarifications, please feel free to reach out to [Your Name] at [Your Email] or [Your Phone Number].

We appreciate your attention to these clarifications and look forward to a successful collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]
[Your Company's Address]
[City, State, Zip Code]