

Inquiry Regarding Client Contract Details

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the details of our contract related to [specific project or service]. As we are preparing for the upcoming phases, we want to ensure all aspects are aligned with the original agreement.

Specifically, I would appreciate clarification on the following points:

- [Detail 1]
- [Detail 2]
- [Detail 3]

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]