

# Summary of Client Contract Queries

Date: [Insert Date]

To: [Client Name]

From: [Your Name]

Subject: Summary of Contract Queries

**Dear [Client Name],**

We appreciate your engagement and the opportunity to work together. Below is a summary of the queries raised regarding our contract:

## 1. Query Summary

- **Query 1:** [Brief description]
- **Query 2:** [Brief description]
- **Query 3:** [Brief description]

## 2. Action Items

- [Action Item 1]
- [Action Item 2]
- [Action Item 3]

## 3. Next Steps

We will follow up on these queries and ensure to provide the necessary clarifications by [Insert Date].

**Thank you for your cooperation.**

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]