

Letter of Service Delivery Expectations Clarification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Clarification of Service Delivery Expectations

Dear [Recipient's Name],

I hope this message finds you well. I am writing to clarify the expectations regarding our service delivery as we move forward with our collaboration.

- 1. Scope of Service:** We will be providing [describe the services] which will include [list specific tasks or deliverables].
- 2. Timeline:** The expected timeline for delivery is [insert timeline], with milestones of [insert milestones if applicable].
- 3. Quality Standards:** Services will adhere to the following quality standards: [list specific standards or guidelines].
- 4. Communication:** We will maintain regular communication through [specify communication methods] and will provide updates on [frequency of updates].
- 5. Feedback Mechanism:** Feedback will be welcomed and encouraged throughout the service period to ensure satisfaction and improvement.

Please feel free to reach out if you have any further questions or require additional details regarding our service delivery expectations.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]