

Client Expectations Clarification

Date: [Insert Date]

To: [Client's Name]

From: [Your Name]

Subject: Clarification of Client Expectations

Dear [Client's Name],

We hope this message finds you well. As we progress with [Project Name/Description], we want to ensure that we are aligned with your expectations. To facilitate effective communication and ensure a successful outcome, we would like to clarify the following key points:

1. **Project Objectives:** [Clarify project goals and objectives]
2. **Deliverables:** [List of expected deliverables]
3. **Timeline:** [Outline project timeline and deadlines]
4. **Budget:** [Discuss budget considerations and constraints]
5. **Feedback Process:** [Explain how feedback will be collected and handled]

We believe that addressing these points will help us meet your expectations and deliver a successful project. Please let us know if there are any additional aspects you would like to discuss or if you have any concerns.

Thank you for your attention to these matters. We look forward to your feedback.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]