

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip]

Dear [Recipient Name],

Thank you for your inquiry regarding the contract terms for [specific project or service]. We appreciate your interest in collaborating with us.

After reviewing your request, we would like to clarify the following terms:

- Contract Duration: [Specify duration]
- Payment Terms: [Specify payment details]
- Scope of Work: [Briefly outline the scope]
- Confidentiality: [Mention any confidentiality agreements]

Please let us know if you have any further questions or require additional information. We are looking forward to the possibility of working together.

Thank you once again for your inquiry.

Best regards,

[Your Name]

[Your Position]

[Your Company]