

Project Deliverables Clarification

Date: [Insert Date]

To: [Contractor's Name]

Company: [Contractor's Company]

Address: [Contractor's Address]

Dear [Contractor's Name],

We hope this message finds you well. We are writing to clarify the deliverables required for the [Project Name] project. It is essential to ensure that all parties have a mutual understanding of the expectations moving forward.

Clarification of Deliverables

- **Deliverable 1:** [Description of Deliverable 1]
- **Deliverable 2:** [Description of Deliverable 2]
- **Deliverable 3:** [Description of Deliverable 3]

Please confirm your understanding of these deliverables by [Insert Deadline]. If you have any questions or require further details, feel free to reach out to us at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]