

Contractor Baseline Schedule Clarification Request

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to formally request clarification regarding the baseline schedule outlined in the [Project Name] contract dated [Contract Date].

Specifically, we would like to seek clarification on the following points:

- [Point 1 Description]
- [Point 2 Description]
- [Point 3 Description]

We believe that addressing these matters will facilitate a clearer understanding and ensure the successful progression of the project. We appreciate your attention to this request and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]