

Letter of Clarification

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Subject: Clarification of Financial Terms for [Project Name]

Dear [Recipient Name],

I hope this message finds you well. This letter is to clarify the financial terms associated with the [Project Name] as discussed in our previous meetings. It is crucial for both parties to have a clear understanding to ensure smooth progress on the project.

Financial Terms Clarification:

- **Payment Schedule:** [Provide details on the payment schedule]
- **Budget Breakdown:** [Outline the budget components]
- **Change Order Process:** [Explain the process for change orders]
- **Retainage:** [Clarify retainage terms if applicable]

Should you have any questions or require further clarification, feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. I look forward to your prompt confirmation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Address]