

Contract Offer Clarification Letter

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to clarify certain aspects of the contract proposal for consulting services that we discussed on [insert date of discussion].

Specifically, I would like to outline the following points that require further elaboration:

1. **Scope of Services:** Please provide more details regarding the specific deliverables expected.
2. **Timeline:** Clarification on the milestones and the overall project timeline would be appreciated.
3. **Compensation:** I would like to confirm the payment structure and any potential expenses that may be incurred.

Thank you for your attention to these matters. I look forward to your prompt response so we can move forward effectively.

Best regards,

[Your Name]

[Your Signature (if sending a hard copy)]