

# Contract Offer Clarification

Date: [Insert Date]

To: [Freelancer's Name]

Address: [Freelancer's Address]

Dear [Freelancer's Name],

I hope this message finds you well. I am writing to clarify certain aspects of the contract offer we discussed for your freelance work with us.

## Project Details

Project Title: [Project Title]

Start Date: [Start Date]

End Date: [End Date]

## Compensation

Proposed Rate: [Insert Rate]

Payment Terms: [Insert Payment Terms]

## Responsibilities

Your role will include the following responsibilities:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

## Clarifications Needed

Please let me know if you have any questions or require further clarification on any points mentioned above.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]