

Letter of Clarification for Procurement Agreement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Clarification of Contract Offer for Procurement Agreement

We are writing to clarify certain aspects of our recent contract offer dated [Insert Offer Date] regarding the procurement agreement between [Your Company Name] and [Recipient's Company Name].

We would like to address the following points:

1. **Scope of Work:** [Clarification regarding the scope of services or products provided]
2. **Pricing Structure:** [Clarification about pricing details]
3. **Delivery Timeline:** [Clarification about delivery timelines]

We appreciate your cooperation in this matter and are looking forward to your prompt response to our inquiries. Please feel free to reach out if you require any further clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]