

Contract Offer Clarification

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to clarify certain aspects of the contract offer we discussed regarding our potential collaboration on [Project Name].

Specifically, I would like to address the following points:

- Scope of Work: [Clarification on scope]
- Timeline: [Clarification on timelines]
- Budget: [Clarification on budget details]

It is important for us to ensure that all parties have a clear understanding of our roles and responsibilities moving forward. I believe that addressing these points will help us achieve a successful collaboration.

Please feel free to reach out if you require further information or if there are additional points you would like to discuss. I look forward to your response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]