

Contract Offer Clarification

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We appreciate your interest in our services and the opportunity to work with you. This letter serves to clarify specific aspects of the contract offer we presented on [Insert Date of Initial Offer].

1. **Scope of Services:** [Clarify the scope of services to be provided].
2. **Timeline:** [Clarify the timeline for project milestones].
3. **Payment Terms:** [Clarify the payment structure or any specific payment-related terms].
4. **Confidentiality:** [Clarify any confidentiality terms that may apply].

We want to ensure that all terms are clear and mutually agreed upon before proceeding. Please do not hesitate to reach out if you have any further questions or need additional clarifications.

Thank you for considering our services. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]