

Contract Offer Clarification

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization]

[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 offer regarding our potential sponsorship deal.

- **Sponsorship Amount****: We propose a sponsorship amount of [Insert Amount], covering [Specify Duration or Events].
- **Deliverables****: As discussed, the deliverables include [List Specific Deliverables, e.g., branding, advertisements, etc.]. We would appreciate confirmation of these details.
- **Timeline****: The timeline for the sponsorship activation is set for [Insert Dates]. Please confirm your availability for these dates.
- **Payment Terms****: We would like to confirm that the payment terms will be [Specify Terms]. If there are any adjustments, kindly let us know.

We believe this sponsorship offer will be mutually beneficial and look forward to your confirmation on the above points. Should you require further clarifications, feel free to reach out.

Thank you for considering this opportunity. We are excited about the possibility of partnering with you.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]