

John Doe
1234 Main Street
Anytown, ST 12345
Email: johndoe@email.com
Phone: (123) 456-7890
Date: October 10, 2023

Jane Smith
ABC Company
5678 Market Street
Othertown, ST 67890

Dear Jane Smith,

I hope this message finds you well. I am writing to request clarification regarding the specific deliverables outlined in our contract dated September 15, 2023.

While reviewing the contract, I noticed some areas where further details would be helpful to ensure that we meet the expectations laid out. Specifically, I would appreciate clarification on the following deliverables:

- Deliverable 1: Description and deadline
- Deliverable 2: Expectations and measurement of success
- Deliverable 3: Any additional documentation required

Could you please provide additional information regarding these items at your earliest convenience? This will assist in aligning our efforts with your expectations and timelines.

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

Sincerely,
John Doe
Your Position
Your Company