

Contract Period Stipulation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a stipulation regarding the contract period for [specify contract name or project].

As per our discussions, I would like to clarify the timeline and duration of that contract to ensure both parties are aligned on expectations. Specifically, I request the following modifications/clarifications:

- Start Date: [Specify Date]
- End Date: [Specify Date]
- Renewal Terms: [Specify if applicable]

These stipulations will greatly assist in my planning and ensure that we meet all deadlines and obligations. Please let me know if you need any additional information or if we can arrange a time to discuss this further.

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

Sincerely,

[Your Name]