

# Duration of Engagement Clarification

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to clarify the duration of our engagement concerning [specific project or service]. As per our previous discussions, the engagement was initially intended to last [insert duration], commencing on [start date] and concluding on [end date].

However, to ensure that all aspects are covered and that we meet your expectations effectively, I would like to confirm whether you would like to extend this duration or proceed as initially planned.

Please feel free to reach out if you have any questions or require further information. I look forward to your confirmation.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]