

## Project Clarification Letter

[Your Name]

[Your Company Name]

[Your Company Address]

October 16, 2050

**Hank Wilkins**

Senior Project Coordinator

**LudoSpace**

**Chula Vista, CA 91909**

Dear **Hank Wilkins**,

Subject: Project Clarification Regarding Contractual Obligations

I hope this message finds you well. I am writing to seek clarification on certain aspects of our contract regarding Project Phoenix. Specifically, I would like to address the following points:

1. **Contractual Obligations:** Please clarify the timeline for the completion of the user acceptance testing phase, as it is currently unclear in our agreement.
2. **Deliverables:** There seems to be some ambiguity regarding the final project report. Could you please provide additional details on what should be included and the expected format?
3. **Timelines:** I would appreciate your confirmation on the deadlines related to the milestone deliverables set for December 1, 2050.

Your prompt response will help us align our efforts and ensure the successful execution of the project.

Thank you for your attention to these matters. I look forward to your clarification.

Best regards,

*Signature*

[Your Name]

# Sample Covering Letter For Clarification Document Submission

**M Mosston**



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**WHO Expert Committee on Specifications for Pharmaceutical Preparations**  
World Health Organization, 2020-04-21 *Board of Contract Appeals Decisions* United States. Armed Services Board of Contract Appeals, 1989 **Corporate Practice Series**, 1978 *BNA's Patent, Trademark & Copyright Journal*, 2003-05

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