

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

Subject: Client Duties and Cooperation Policy

Dear [Client Name],

To ensure the successful delivery of our services and to meet project deadlines, it is essential that we establish a clear understanding regarding client duties and cooperation. This letter outlines our policy and your responsibilities as a client.

1. Provision of Information

The Client agrees to provide all necessary data, information, and materials required for the performance of our services in a timely manner. All information provided must be accurate and complete to the best of your knowledge.

2. Timely Feedback and Approvals

The Client is responsible for reviewing deliverables and providing feedback or approvals within [Number] business days of receipt. Delays in feedback may result in a shift of the final project timeline.

3. Access and Communication

The Client shall designate a primary point of contact who is authorized to make decisions regarding the project. The Client agrees to be available for scheduled meetings and to respond to inquiries within a reasonable timeframe.

4. Impact of Non-Cooperation

Failure to fulfill these duties may hinder our ability to perform the services. [Your Company Name] shall not be liable for delays, errors, or increased costs caused by the Client's failure to provide necessary information, access, or approvals.

5. Third-Party Cooperation

If the project requires coordination with the Client's other vendors or third parties, the Client is responsible for ensuring their cooperation and timely performance.

By proceeding with our services, you acknowledge that you have read and agreed to these cooperation terms.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]