

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Client Duties and Cooperation Requirements

Dear [Client Name],

To ensure the successful completion of our project and to maintain the agreed-upon timeline, we would like to outline the specific duties and cooperation required from your side during our engagement.

Effective collaboration is essential. We kindly request that you provide the following:

- **Timely Information:** Please provide all necessary data, documents, and access credentials within [Number] business days of a request.
- **Point of Contact:** Please designate a primary representative who has the authority to make decisions and provide approvals to avoid project delays.
- **Review and Approvals:** Feedback on deliverables should be provided within [Number] days to ensure the project remains on schedule.
- **Access to Resources:** Provision of access to necessary personnel, facilities, or internal systems as previously discussed.

Please note that delays in providing the above requirements may result in a shift of the final delivery date or additional costs as outlined in our service agreement.

We appreciate your cooperation and look forward to a productive partnership. Should you have any questions regarding these requirements, please contact us immediately.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]