

[Date]

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

Dear [Client Name],

This letter outlines the expectations regarding your participation in our upcoming project. To ensure successful delivery, please review the following Client Duties and Active Cooperation Clause:

1. Duty to Cooperate

The Client agrees to provide all necessary information, data, and documentation required by the Provider to perform the Services. The Client shall designate a primary point of contact with the authority to make decisions and provide approvals in a timely manner.

2. Timely Responses

The Client acknowledges that the Project Schedule is dependent on prompt feedback. The Client agrees to respond to requests for information or approvals within [Number] business days. Delays in response may result in a day-for-day extension of the project deadlines.

3. Accuracy of Information

The Client is responsible for the accuracy and completeness of all information provided. The Provider shall not be liable for any delays or errors caused by inaccurate or incomplete data provided by the Client.

4. Access and Resources

The Client shall provide the Provider with necessary access to systems, personnel, or facilities as required to complete the scope of work.

5. Impact of Non-Cooperation

Failure by the Client to fulfill these duties may result in a suspension of services or additional fees to cover costs incurred by the Provider due to delays.

Please sign below to acknowledge your agreement to these terms.

Sincerely,

[Your Name]
[Your Title]

Accepted and Agreed:

[Client Signature]

[Date]