

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: CKS Specification Letter

We are pleased to provide you with the specifications for the [Project/Product Name], as per our recent discussions. Below are the detailed specifications that outline the requirements and expectations for this project.

****Project Overview****

- Project Name: [Insert Project Name]
- Objective: [Insert Project Objective]

****Technical Specifications****

1. ****Dimension and Size****

- Length: [Specify Length]
- Width: [Specify Width]
- Height: [Specify Height]

2. ****Materials Required****

- Primary Material: [Specify Material]
- Secondary Material: [Specify Material]

3. ****Performance Criteria****

- [Specify Performance Criteria #1]
- [Specify Performance Criteria #2]

4. ****Quality Standards****

- [Specify relevant quality standards]

****Timeline****

- Project Start Date: [Insert Start Date]
- Project Completion Date: [Insert Completion Date]

****Budget****

- Estimated Cost: [Insert Estimated Cost]
- Payment Terms: [Specify Payment Terms]

We would appreciate your confirmation of the specifications mentioned above by [Insert Deadline]. Should you have any questions or require further clarifications, please do not hesitate to reach out.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]