

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the terms of our existing contract regarding [specific details of the contract]. As we approach the next phase of our collaboration, I would like to clarify a few points to ensure we are aligned.

Specifically, I would appreciate your insights on the following:

- [Point 1]
- [Point 2]
- [Point 3]

Understanding these terms will greatly assist us in planning our next steps effectively. I would appreciate receiving your response by [specific date], if possible.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]