

Service Contract Clarification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding our service contract dated [Insert Contract Date]. Upon reviewing the terms outlined, I have several questions that I believe require further discussion to ensure mutual understanding and clarity.

1. Point 1: [Insert specific term or condition needing clarification]
2. Point 2: [Insert specific term or condition needing clarification]
3. Point 3: [Insert specific term or condition needing clarification]

Understanding these elements is crucial for the successful completion of the services outlined in our agreement. I would appreciate it if we could schedule a meeting or a call at your earliest convenience to discuss these points further.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]