

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request clarification regarding certain clauses in the telecom agreement dated [Insert Date of Agreement] between [Your Company/Organization Name] and [Recipient Company Name].

Specifically, I would like to seek further information on the following points:

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

Understanding these aspects is vital for our compliance and future planning. I would appreciate it if you could provide clarity on these issues at your earliest convenience.

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

Sincerely,

[Your Name]  
[Your Title]  
[Your Company/Organization Name]