

# Request for Clarification on Settlement Terms

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding the settlement terms outlined in our recent discussions/agreements dated [Insert Date of Agreement].

Specifically, I would like to understand more about the following points:

- [Point 1: describe the specific term or condition]
- [Point 2: describe the specific term or condition]
- [Point 3: describe the specific term or condition]

Your clarity on these matters will be greatly appreciated and will assist in ensuring that both parties are aligned moving forward.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]