

# Clarification Request on Vendor Service Continuation

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

Date: [Insert Date]

[Vendor's Name]  
[Vendor's Job Title]  
[Vendor's Company Name]  
[Vendor's Company Address]  
[City, State, Zip Code]

Dear [Vendor's Name],

I hope this message finds you well. I am writing to request clarification regarding the continuation of our service agreement with [Vendor's Company Name]. We value our partnership and want to ensure that we are aligned on the terms and ongoing support.

Please provide insight on the following points:

- Confirmation of service continuation beyond the current contract expiration date.
- Any changes to the service terms or pricing that we should be aware of.
- Timeline for any required actions from our side to facilitate a seamless transition.

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

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]