

Supplier Contract Clarification Request

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Address]
[Your City, State, ZIP]
[Your Email]
[Your Phone Number]

[Supplier Name]
[Supplier Position]
[Supplier Company Name]
[Supplier Address]
[Supplier City, State, ZIP]

Dear [Supplier Name],

I hope this message finds you well. I am writing to request clarification regarding certain aspects of our existing supplier contract dated [Insert Contract Date].

Specifically, I would like to clarify:

- [Insert specific clause or point 1]
- [Insert specific clause or point 2]
- [Insert specific clause or point 3]

Understanding these details is crucial for us to continue our collaboration effectively. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]