

# Vendor Partnership Terms Clarification

Date: [Insert Date]

To: [Vendor's Name]

[Vendor's Address]

Dear [Vendor's Name],

We hope this message finds you well. We are reaching out to clarify certain terms of our partnership agreement regarding [specific terms or section of the agreement].

1. **Scope of Work:** [Details of the scope]
2. **Payment Terms:** [Details of payment structure]
3. **Deliverables:** [List of deliverables and deadlines]
4. **Communication:** [Preferred methods and frequency of communication]

If you have any questions or require further clarification, please do not hesitate to reach out. We appreciate your partnership and look forward to your response.

Best Regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]