

# Vendor Agreement Clarification

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Vendor's Name]

[Vendor's Company]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

I hope this message finds you well. I am writing to clarify certain aspects of our Vendor Agreement dated [Insert Agreement Date], particularly in relation to liability concerns.

As we move forward with our collaborations, it is vital that we clearly outline the responsibilities of each party to mitigate any potential liability issues. Specifically, I would like to discuss the following points:

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

We believe that addressing these concerns will strengthen our partnership and ensure a smoother working relationship. Please let me know a convenient time for you to discuss this matter further.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]