

Vendor Agreement Clarification Letter

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

We hope this message finds you well. We are writing to clarify certain aspects of the pricing terms outlined in our vendor agreement dated [Insert Agreement Date].

Specifically, we would like to address the following points:

1. Pricing structure: [Provide details about the pricing structure]
2. Discounts: [Mention any applicable discounts]
3. Payment terms: [Clarify payment terms and conditions]

We believe that a clear understanding of these terms will facilitate a smooth and mutually beneficial working relationship. Please feel free to reach out if you have any questions or need further clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]