

# Vendor Agreement Clarification for Warranty Policies

Date: [Insert Date]

Vendor Name: [Insert Vendor Name]

Vendor Address: [Insert Vendor Address]

Contact Person: [Insert Contact Person's Name]

Email: [Insert Contact Person's Email]

Phone: [Insert Contact Person's Phone Number]

Dear [Contact Person's Name],

I hope this message finds you well. I am writing to clarify certain aspects of the warranty policies stipulated in our Vendor Agreement dated [Insert Agreement Date].

## Concerns Regarding Warranty Policies

We have some queries that we would like to address:

- What is the duration of the warranty period for the products we are purchasing?
- Are there specific conditions under which the warranty is voided?
- What steps should be followed for claiming warranty service?

We believe that a clear understanding of these policies will enhance our collaboration and ensure mutual satisfaction in our business transactions.

Could you please provide us with the requested information at your earliest convenience? We appreciate your prompt attention to this matter.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Email]

[Your Phone Number]