

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to respectfully request clarification regarding the payment terms laid out in our recent agreement dated [insert date of agreement].

While I appreciate the opportunity to work with [Company's Name], I would like to ensure that I have a complete understanding of the payment schedule and any associated terms to avoid any potential issues in the future.

Specifically, I would like to clarify the following points:

- [Point 1: e.g., Due dates of payments]
- [Point 2: e.g., Late fees or penalties]
- [Point 3: e.g., Accepted payment methods]

Thank you for your attention to this matter. I look forward to your prompt response so we can ensure a smooth working relationship moving forward.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company Name, if applicable]