

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification on the adjustments made to our contract, dated [Contract Date], regarding [specific adjustments or sections].

As we move forward, it is important for us to fully understand the implications of these changes. Could you please provide further details on [specific points needing clarification]? This will help us ensure alignment and maintain the integrity of our partnership.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]