

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Clarification on Settlement Negotiation

I hope this message finds you well. I am writing to request clarification regarding certain aspects of our ongoing settlement negotiations. As we aim to reach a mutual agreement, having a clear understanding of the key points will be essential for both parties.

Specifically, I would appreciate your insights on the following issues:

- List specific issue 1
- List specific issue 2
- List specific issue 3

Thank you for your attention to this matter. I believe that addressing these points will facilitate a more productive negotiation process. Please feel free to reach out to me at your earliest convenience.

Looking forward to your prompt response.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]