

Follow-Up Letter for Discharge Agreement Clarification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up regarding the discharge agreement we discussed on [insert date of previous communication]. I would like to clarify a few points to ensure that we are aligned on the terms outlined.

Specifically, I am seeking clarification on the following:

- [Clarification point 1]
- [Clarification point 2]
- [Clarification point 3]

Your insights on these matters would be greatly appreciated. I believe it is crucial for both parties to have a clear understanding to avoid any potential issues in the future.

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

Sincerely,

[Your Name]