

Letter of Clarification for New Contract Provisions

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to clarify certain provisions in the new contract dated [insert date]. After reviewing the document, I have a few points that I believe warrant further discussion to ensure mutual understanding and alignment.

- **Provision 1:** [Brief description of the provision and clarification needed]
- **Provision 2:** [Brief description of the provision and clarification needed]
- **Provision 3:** [Brief description of the provision and clarification needed]

I would appreciate the opportunity to discuss these points in detail either via a meeting or a call at your earliest convenience. Please let me know a suitable time for you.

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

Sincerely,

[Your Name]

[Your Position]