

Request for Elaboration on Business Proposal Terms

From: [Your Name]

[Your Position]

[Your Company]

[Your Email]

[Date]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Email]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request further elaboration on the terms outlined in your recent business proposal titled "[Proposal Title]." While we appreciate the effort and detail put into the proposal, there are certain aspects we would like to clarify to ensure alignment between our organizations.

Specifically, we would like to delve deeper into the following areas:

- Term 1: [Brief description]
- Term 2: [Brief description]
- Term 3: [Brief description]

Understanding these terms better will aid us in making informed decisions moving forward. We would greatly appreciate it if we could schedule a meeting at your earliest convenience to discuss this further.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]