

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding certain terms outlined in our existing royalty agreement dated [Insert Agreement Date].

Specifically, I would like to address the following points:

- Point 1: [Describe the specific point needing clarification]
- Point 2: [Describe another point needing clarification]
- Point 3: [Describe any additional points if necessary]

I believe that clarifying these areas will help in ensuring a mutual understanding moving forward. Please let me know a convenient time for us to discuss this further, or feel free to respond via email.

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

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]