

Service Agreement Clarification Request

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding certain terms of our service agreement dated [Insert Agreement Date]. Specifically, I would like to discuss the following points:

- [Point 1: Specify the term requiring clarification]
- [Point 2: Specify another term requiring clarification]
- [Point 3: Specify additional term if necessary]

It would be greatly appreciated if you could provide further details or a meeting to address these concerns. Thank you for your attention to this matter.

Looking forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]