

Purchase Agreement Clarification Letter

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 letter finds you well. I am writing to seek clarification regarding the purchase agreement dated [insert date of the agreement] for [describe the item/service being purchased].

Specifically, I would like to clarify the following points:

- [Point of clarification 1]
- [Point of clarification 2]
- [Point of clarification 3]

Understanding these points is crucial for both parties to ensure a smooth transaction. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]