

Letter Template for Licensing Agreement Clarification Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 request clarification regarding certain provisions of the licensing agreement dated [date of the agreement] that we entered into regarding [subject of the agreement].

Specifically, I would like to clarify the following points:

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

Understanding these details is crucial for ensuring compliance and a successful partnership moving forward. I would appreciate it if you could provide clarification on these matters at your earliest convenience.

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

Sincerely,

[Your Name]