

Letter of Clarification for Trade Agreement Terms

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to clarify certain terms of our trade agreement dated [Insert Agreement Date]. We want to ensure that both parties have a mutual understanding of the terms involved.

Clarifications Required:

- **Payment Terms:** [Clarification on payment timeline, methods, etc.]
- **Delivery Schedule:** [Clarification on shipping frequencies, deadlines, etc.]
- **Quality Standards:** [Clarification on product specifications, expectations, etc.]

We value our partnership and are committed to resolving any ambiguities to foster a smooth operational process. Please provide your feedback on these terms at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Contact Information]