

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Position]

[Client's Company]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. I am writing to formally request clarification regarding certain aspects of our ongoing contract, titled [Contract Title], dated [Contract Date].

We appreciate your partnership and want to ensure that we are fully aligned on our mutual obligations and expectations. Specifically, I would like to discuss the following points:

- [Point 1]
- [Point 2]
- [Point 3]

Could we schedule a meeting or a call at your earliest convenience to discuss these matters? Your assistance in providing clarity will help us continue to foster a strong working relationship and ensure the success of our collaboration.

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

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Position]

[Your Company]