

[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 contract dated [Contract Date].

Specifically, I would like to better understand [briefly outline specific sections or clauses you need clarification on]. This will help ensure that both parties are aligned and fully understand our obligations and expectations.

Your assistance in this matter would be greatly appreciated. Please let me know a convenient time for you to discuss this further or if you prefer to provide clarification via email.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]