

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Client's Name]
[Client's Position]
[Client's Company]
[Client Company Address]
[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. I am writing to request further information regarding our client agreement dated [date of agreement]. To ensure we are aligned and to facilitate smoother collaboration, I would appreciate your clarification on the following points:

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

Your assistance in this matter would be greatly appreciated and will help us continue to serve you best. Please feel free to reach out with any further documentation or insights you might have.

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

Best regards,

[Your Name]
[Your Position]
[Your Company]