

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Recipient Name  
Recipient Title  
Company Name  
Company Address  
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally request clarification regarding certain terms outlined in our agreement dated [insert date of agreement]. It has come to my attention that there are ambiguities concerning [mention specific terms or sections of the agreement].

For the sake of ensuring mutual understanding and compliance, I would appreciate if you could provide detailed explanations regarding the following points:

- [Mention specific point 1]
- [Mention specific point 2]
- [Mention specific point 3]

It is crucial for both parties to have a clear interpretation of our agreement to avoid any potential disputes in the future. I kindly ask that you respond to this request by [insert specific date].

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

Sincerely,  
[Your Name]