

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our previous discussions regarding the contract dated [insert contract date]. I have reviewed the document and found some terms that require clarification before we proceed further.

Specifically, I would like to discuss the following points:

- [Point 1: Description of unclear term]
- [Point 2: Description of unclear term]
- [Point 3: Description of unclear term]

Understanding these terms is crucial for both parties to ensure transparency and mutual agreement. I would appreciate if we could schedule a meeting or a call to discuss these matters in detail at your earliest convenience.

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

Sincerely,

[Your Name]