

Request for Clarification

[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 hope this message finds you well. I am writing to request clarification on certain stipulations outlined in the contract dated [Contract Date] between [Your Company Name] and [Recipient Company Name].

Specifically, I would like to seek clarification on the following points:

- [First Point of Confusion]
- [Second Point of Confusion]
- [Third Point of Confusion]

A timely response would be greatly appreciated, as it will assist us in moving forward with our obligations and ensuring compliance with the terms of our agreement.

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

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]