

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to seek clarification regarding the obligations outlined in our contract dated [Contract Date] between [Your Company Name] and [Recipient's Company Name].

Specifically, I would like to address the following points:

- Point 1: [Describe specific obligation or area of confusion]
- Point 2: [Describe specific obligation or area of confusion]
- Point 3: [Describe specific obligation or area of confusion]

It would be greatly appreciated if you could provide detailed information on these matters at your earliest convenience. This will ensure that both parties have a clear understanding and can proceed accordingly.

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

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]