

# Letter of Clarification

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Reseller's Name]

[Reseller's Company]

[Reseller's Address]

[City, State, Zip Code]

Dear [Reseller's Name],

Subject: Clarification Regarding Recent Concerns

We hope this letter finds you well. We are writing to address the concerns raised in your recent communication regarding our partnership and the operations surrounding our reseller agreement.

Firstly, we would like to assure you that we value your feedback and take your concerns seriously. We have conducted a thorough review of the issues mentioned, specifically [Briefly outline the specific concerns].

We would like to clarify that [Provide your clarification or explanation]. Our goal is to ensure transparency and maintain a productive relationship with your team.

We appreciate your understanding and would like to propose a meeting to further discuss these matters. Please let us know your availability, and we will do our best to accommodate.

Thank you for your attention to this matter. We look forward to resolving these issues promptly.

Sincerely,

[Your Name]

[Your Position]

[Your Company]