

Contract Terms Clarification

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Vendor's Name]

[Vendor's Position]

[Vendor's Company]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

We are writing to clarify several terms of the contract dated [Contract Date] between [Your Company] and [Vendor's Company]. We would like to ensure mutual understanding and alignment on the following points:

- **Scope of Work:** [Brief Description of Scope]
- **Payment Terms:** [Payment Schedule and Terms]
- **Delivery Timeline:** [Expected Delivery Dates]
- **Confidentiality:** [Confidentiality Obligations]

Please review these points and provide your confirmation or any necessary adjustments by [Response Date]. Our goal is to foster a clear and productive relationship as we move forward with this contract.

Thank you for your attention to these matters. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]