

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Inquiry Regarding Contract Specifications

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding specific aspects of the contract we are currently negotiating. In particular, I have questions about the following specifications:

- **Specification 1:** [Detail your question]
- **Specification 2:** [Detail your question]
- **Specification 3:** [Detail your question]

Understanding these specifications is crucial for us to move forward effectively. I would appreciate it if you could provide detailed answers at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]