

# Request for Clarification on Contractual Language

[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 regarding specific language in our recent contract dated [Date of Contract].

In particular, I would appreciate your elucidation on the following clauses:

1. [Clause 1: Brief Description]
2. [Clause 2: Brief Description]
3. [Clause 3: Brief Description]

Understanding these clauses in their entirety is critical for our forthcoming decisions and actions. Your insight will be invaluable in ensuring that both parties have a mutual understanding of the terms outlined.

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

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