

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

Recipient's Name  
Company Name  
Company Address  
City, State, ZIP Code

Dear [Recipient's Name],

I am writing to formally request clarification regarding the terms of my loan agreement, dated [insert date of loan agreement]. While reviewing the document, I have encountered several points that require further explanation to ensure I fully understand my obligations and rights under this agreement.

Specifically, I would like clarification on the following:

- [Specify term or condition #1]
- [Specify term or condition #2]
- [Specify term or condition #3]

Understanding these points is crucial for me as a borrower to plan my financial commitments effectively. I would appreciate your prompt response to my inquiries within [insert reasonable timeframe, e.g., 14 days].

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

Sincerely,

Your Name