

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Publishing 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 certain terms in the publishing contract we discussed on [insert date of discussion].

Specifically, I would like to clarify the following points:

- [Question or point 1]
- [Question or point 2]
- [Question or point 3]

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

Sincerely,

[Your Name]