

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to seek clarification regarding a matter related to our rental contract for the property located at [Property Address].

Specifically, I would like to discuss [briefly describe the issue, e.g., "the late fee terms outlined in section 5 of the contract"]. This issue has raised some questions for me that I hope we can address together.

Could you please provide further details on [specific points you need clarifications on]? I appreciate your assistance with this matter, as it will help ensure that we are both on the same page going forward.

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

Sincerely,

[Your Name]