

# Letter of Clarification

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to clarify certain terms of the acquisition agreement dated [Insert Date]. After reviewing the agreement, I have identified a few points that require further discussion to ensure mutual understanding and agreement.

1. **Term 1: [Insert Term Description]**
2. **Term 2: [Insert Term Description]**
3. **Term 3: [Insert Term Description]**

I believe that addressing these points will help us proceed smoothly with the acquisition process. I propose a meeting at your earliest convenience to discuss these terms in detail.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]