

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Recipient Organization]  
[Recipient Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to clarify certain aspects of our project collaboration agreement dated [Agreement Date].

Firstly, I would like to confirm the agreed-upon project timeline. It is important to ensure that we are aligned on the key milestones and deadlines to avoid any potential misunderstandings.

Secondly, I would appreciate further clarification regarding the allocation of resources and responsibilities. Specifically, I need more information about [specific area needing clarification].

Lastly, I believe it would be beneficial for us to schedule a meeting to discuss these points in detail. Please let me know your availability for the upcoming weeks.

Thank you for your attention to these matters. I look forward to your prompt response.

Best regards,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Organization]