

Shipping Agreement Clarification

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Clarification Regarding Shipping Agreement Compliance Issues

We are writing to seek clarification on specific aspects of our shipping agreement dated [insert date], particularly concerning compliance issues that have recently come to our attention.

We have identified the following areas needing clarification:

- Compliance with [specific regulation or standard]
- Documentation requirements for [specific shipping process]
- Liability clauses and coverage in case of non-compliance

To ensure that all parties remain aligned and compliant, we would appreciate your response by [insert deadline]. This will help us mitigate any potential issues and enhance our partnership.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Position]

[Your Company Name]

[Your Contact Information]