

Shipping Agreement Clarification

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

I hope this letter finds you well. We are writing to clarify certain terms of the shipping agreement established between our companies on [Insert Date of Agreement]. We value our partnership and want to ensure that all terms are understood clearly.

Terms for Clarification:

- **Shipping Costs:** [Explanation]
- **Delivery Timeline:** [Explanation]
- **Liability for Damages:** [Explanation]
- **Returns and Refunds Policy:** [Explanation]

We would appreciate your confirmation of these clarifications by [Insert Date]. If you have any questions or need further discussion, please feel free to reach out to us at [Your Contact Information].

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]