

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding the financing terms outlined in our recent discussions/documents dated [insert date]. There are a few specific points that I would appreciate further information on to ensure mutual understanding.

1. [First point needing clarification]
2. [Second point needing clarification]
3. [Third point needing clarification]

Understanding these terms in detail is crucial for our forthcoming decisions. I would appreciate it if you could provide insights or arrange a meeting to discuss these points at your earliest convenience.

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

Best regards,

[Your Name]

[Your Title]

[Your Company]