

# Letter of Clarification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide clarification regarding the application of the default interest rate as stipulated in our agreement dated [Insert Agreement Date].

As per Section [Insert Section Number] of our agreement, the default interest rate is defined as [Insert Definition/Rate]. This rate applies to [Insert Conditions under which the rate applies].

It is important to note that the default interest rate will be applied starting from [Insert Date of Default] due to [Insert Reason for Default], until the outstanding amount is settled in full.

Should you have any questions or require further clarification, please feel free to reach out to me directly at [Insert Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Contact Information]