

Letter of Appeal for Clarification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal for clarification regarding the terms of the dispute related to [briefly describe the dispute].

After reviewing the terms outlined, I have encountered certain inconsistencies that I believe require further explanation. Specifically, I would like to address the following points: [list specific points of confusion or concern].

It is important for me to understand these terms clearly so that we can navigate the dispute effectively and reach a resolution that is mutually agreeable. I appreciate your attention to this matter and hope to seek clarification at your earliest convenience.

Thank you for your time and consideration. I look forward to your prompt response.

Sincerely,

[Your Name]