

Request for Clarification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Request for Clarification Regarding Dispute

I hope this letter finds you well. I am writing to formally request clarification regarding the ongoing dispute related to [briefly describe the nature of the dispute, e.g., "the terms of our contract dated [insert date]"].

Despite our previous discussions, I find that there are still several points that remain unclear, specifically:

- [Point 1 requiring clarification]
- [Point 2 requiring clarification]
- [Point 3 requiring clarification]

To facilitate a resolution, I would appreciate your prompt response to these points. If necessary, I am open to scheduling a meeting to discuss this matter further.

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]