

Letter of Clarification on Updated Business Terms

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to provide clarification regarding the updated business terms that were recently communicated.

As per our discussion on [insert date of discussion], the following terms have been updated:

- **Term 1:** [Description]
- **Term 2:** [Description]
- **Term 3:** [Description]

We believe these changes will enhance our business relationship and foster mutual growth. Should you have any questions or need further clarification, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]