

# Letter of Clarification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Clarification Regarding Updated Terms and Conditions**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding the updated terms and conditions that were communicated on [insert date of communication]. Specifically, I would like to understand the implications of [insert specific term or condition that requires clarification].

Furthermore, could you please provide additional details or examples related to [another specific term or condition]? This information would greatly assist me in understanding how these updates may affect my current agreement with [Company Name].

I appreciate your timely response to this matter and look forward to your clarification.

Thank you for your assistance.

Sincerely,  
[Your Name]