

Request for Payment Terms Clarification

Date: [Insert Date]

To: [Partner's Name]

From: [Your Name]

Subject: Clarification of Payment Terms in Partnership Agreement

Dear [Partner's Name],

I hope this message finds you well. We are currently reviewing our partnership agreement and would like to seek clarification regarding the payment terms outlined in the document.

Specifically, we have questions regarding [mention specific areas of concern, e.g., payment intervals, methods, penalties for late payments, etc.]. It is crucial for us to understand these terms thoroughly to ensure a smooth and successful collaboration.

Could you please provide us with further details or schedule a meeting to discuss this matter? We appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]