

Request for Clarification on Payment Conditions

Date: [Insert Date]

To: [Partner's Name]

[Partner's Company Name]

[Partner's Company Address]

Dear [Partner's Name],

I hope this message finds you well. I am writing to seek clarification regarding the payment conditions stipulated in our recent agreement dated [Insert Agreement Date].

While reviewing the terms, I noticed that some aspects of the payment schedule were not entirely clear. Specifically, I would like to understand [mention specific points of confusion regarding payment conditions].

Could you please provide further details or documentation that elaborates on these conditions? This information would greatly assist us in ensuring timely compliance and maintaining our partnership's strong foundation.

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

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]