

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding certain discrepancies in our partnership agreement dated [insert date of agreement].

Specifically, I would like to address the following points:

- Detail 1: [Brief description of the discrepancy]
- Detail 2: [Brief description of the discrepancy]
- Detail 3: [Brief description of the discrepancy]

Could you please provide clarification on these matters at your earliest convenience? A better understanding will aid in our continued partnership and help avoid any potential misunderstandings in the future.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]