

# Letter of Clarification

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 seek clarification on specific terms we are currently negotiating in our contract. To ensure a mutual understanding and successful collaboration, I would like to address the following points:

- **Term 1:** [Brief description of the term and your query]
- **Term 2:** [Brief description of the term and your query]
- **Term 3:** [Brief description of the term and your query]

Could you please provide further insight on these terms? A clarifying meeting or a written response would be greatly appreciated. I look forward to resolving these matters promptly.

Thank you for your attention to this important matter. I am eager to continue our collaboration and ensure all terms are clearly defined.

Best regards,

[Your Name]  
[Your Position]  
[Your Company]