

## **[Your Name]**

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

## **[Recipient Name]**

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

### **Subject: Request for Clarification in Contract Negotiation**

Dear [Recipient Name],

I hope this message finds you well. As we continue our discussions regarding the [specific contract or agreement name], I would like to seek clarification on a few key points to ensure mutual understanding and align our expectations moving forward.

Specifically, I would appreciate your insights on the following items:

- [Point of clarification 1]
- [Point of clarification 2]
- [Point of clarification 3]

Clear understanding on these matters will be instrumental in reaching a satisfactory agreement for both parties. I would be grateful if we could schedule a time to discuss these questions further or if you could provide written clarification at your earliest convenience.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]