

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[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 on specific clauses in the contract dated [Contract Date] between [Your Company/Your Name] and [Recipient's Company/Recipient's Name].

Specifically, I would like to inquire about:

- Clause [Number/Title] - [Brief description of the inquiry]
- Clause [Number/Title] - [Brief description of the inquiry]
- Clause [Number/Title] - [Brief description of the inquiry]

It would be greatly appreciated if you could provide further details or any necessary documentation pertaining to these clauses. Thank you for your attention to this matter.

Looking forward to your prompt response.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]