

# Request for Contract Clarification

[Your Name]  
[Your Title]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding certain terms and conditions outlined in our contract dated [Contract Date]. After reviewing the document, I have a few specific areas that I believe could benefit from further explanation to ensure mutual understanding.

The sections I would like to discuss include:

- [Specify Clause/Term 1]
- [Specify Clause/Term 2]
- [Specify Clause/Term 3]

Understanding these terms more clearly is essential for the successful execution of our agreement. I would appreciate it if we could schedule a meeting or call at your earliest convenience to discuss these matters in detail.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]