

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request clarification regarding the payment terms outlined in our agreement dated [Insert Agreement Date]. There are a few specific aspects of the payment structure that I would appreciate further explanation on to ensure we are aligned moving forward.

Specifically, I would like to understand:

- [Aspect 1]
- [Aspect 2]
- [Aspect 3]

Thank you for your attention to this matter. I look forward to your prompt response so that we can continue our business relationship without any misunderstandings.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]