

Letter of Request for Clarification on Contract Terms

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [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 regarding specific terms of our contract dated [Insert Contract Date], particularly sections [Insert Section Numbers or Titles].

As we move forward with our agreement, I want to ensure that both parties have a clear understanding of [specify the terms/issues that need clarification]. It would be beneficial for us to discuss this matter further to prevent any potential misunderstandings.

Please let me know a convenient time for us to talk or if there are any documents you can share that elaborate on these terms.

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

Sincerely,

[Your Name]