

Terms Clarification Notice

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

Email: [Your Email Address]

Phone: [Your Phone Number]

Dear [Recipient's Name],

We are writing to clarify certain terms of our agreement dated [Insert Agreement Date].

Clarification Details:

- **Term 1:** [Insert clarification about term 1]
- **Term 2:** [Insert clarification about term 2]
- **Term 3:** [Insert clarification about term 3]

If you have any questions or require further information, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]