

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Clarification Request on Contract Documentation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request clarification regarding some aspects of the contract documentation that we discussed on [insert date of discussion].

Specifically, I would like to seek clarification on the following points:

- [Point 1: Brief description of the issue that requires clarification]
- [Point 2: Brief description of another issue]
- [Point 3: Brief description of any additional issue]

Understanding these details is crucial for our continued collaboration and compliance with the terms outlined in the contract.

Please let me know a suitable time for us to discuss these matters further. Thank you for your attention to this request, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]