

Letter of Clarification on Contract Terms

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Clarification on Contract Terms

I hope this message finds you well. I am writing to clarify specific terms outlined in the contract dated [insert contract date] between [Your Company Name] and [Recipient's Company Name].

Upon reviewing the agreement, I would like to confirm the following details:

- **Term 1:** [Clarification about Term 1]
- **Term 2:** [Clarification about Term 2]
- **Term 3:** [Clarification about Term 3]

We believe that clarity in these areas is crucial for the successful execution of our agreement. If you have any further questions or would like to discuss this matter in detail, please do not hesitate to reach out to me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]