

# Inquiry Regarding Contract Terms

[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]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the specific terms outlined in the contract dated [insert contract date], regarding [briefly specify the subject of the contract].

As we move forward, I would appreciate clarification on the following points:

- [Point of inquiry 1]
- [Point of inquiry 2]
- [Point of inquiry 3]

Thank you for your attention to this matter. I look forward to your prompt response, so we can proceed accordingly.

Sincerely,

[Your Name]

[Your Title]

[Your Company, if applicable]