

# Letter of Intent Clarification

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to clarify certain aspects of our recent letter of intent dated [Insert Date of Letter of Intent]. As we move forward in our discussions regarding [brief description of the agreement], I believe it is important to ensure mutual understanding of the terms outlined.

Specifically, I would like to address the following points:

- [Point 1 to clarify]
- [Point 2 to clarify]
- [Point 3 to clarify]

Please let me know if this aligns with your understanding or if further discussion is needed. I appreciate your attention to these details and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]