

# Letter of Intent to Contract Clarification

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to express my intent regarding the clarification of the contract terms discussed in our recent meetings. It is important to ensure that both parties have a mutual understanding of the obligations and expectations outlined.

Specifically, I would like to clarify the following points:

- [Point 1]
- [Point 2]
- [Point 3]

Should you require further details or wish to discuss this matter extensively, please feel free to reach out to me at your earliest convenience. I believe that a clear understanding will significantly benefit our collaboration.

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

Sincerely,

[Your Name]  
[Your Title]  
[Your Company]