

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Clarification on VGA Board Terms

I hope this message finds you well. I am writing to clarify certain terms related to the VGA board agreement we recently discussed.

1. ****Definition of Terms****:

- [Term 1]: [Explanation of Term 1]
- [Term 2]: [Explanation of Term 2]

2. ****Scope of Agreement****:

- [Details regarding the scope]

3. ****Responsibilities****:

- [Your responsibilities]
- [Recipient's responsibilities]

4. ****Timelines****:

- [Specific deadlines or milestones]

Should you have any questions or need further clarification, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]