

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

[Recipient Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Clarification of [Specify the Subject/Contract Number]

I hope this message finds you well.

I am writing to seek clarification regarding [specific details of the contract, agreement, or matter that requires clarification].

[Briefly outline the specific issues or points that need clarification, providing context as necessary.]

I would appreciate your assistance in clarifying these points to ensure that we are on the same page and to avoid any potential misunderstandings moving forward.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position/Title]
[Your Company/Organization Name]