

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

Dear [Recipient Name],

Subject: Clarification of Partnership Terms

I hope this letter finds you well. I am writing to clarify certain terms of our partnership agreement dated [insert date of agreement] between [Your Company Name] and [Recipient Company Name].

Specifically, I would like to discuss the following points:

1. [Point 1: Description and clarification]
2. [Point 2: Description and clarification]
3. [Point 3: Description and clarification]

If you could provide your insights or any amendments you would like to propose, it would be greatly appreciated. Our goal is to ensure mutual understanding and alignment on all operational aspects of our partnership.

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

Sincerely,

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