[DATE]

[NAME AND ADDRESS]

**Request for clarification in relation to [NAME OF AGREEMENT]**

Dear [ADDRESSEE],

Reference is made to the [NAME OF AGREEMENT], dated [DATE], between [LEGAL NAME OF YOUR PARTY] (“**we**” or “**our**”) and [LEGAL NAME OF OTHER PARTY] (“**you**” or “**your**”) (the “**Agreement**”). Unless otherwise defined, capitalized terms in this letter shall have the meanings assigned in the Agreement.

We are writing to seek clarification regarding certain terms in the Agreement to ensure alignment and proper execution of our respective obligations. Specifically, we would appreciate further details or interpretation on the following provisions:

Section [NUMBER]: [“*Briefly describe the term or issue requiring clarification, e.g., “Details on how the performance criteria are to be measured.*”]

Section [NUMBER]: [“*Briefly describe the term or issue requiring clarification, e.g., “Scope of confidentiality obligations and exceptions.”*]

We believe additional clarification on these points will help avoid potential misunderstandings and ensure both parties are aligned in fulfilling the Agreement’s objectives.

Please direct any questions or responses to [NAME], [TITLE], at [EMAIL ADDRESS/PHONE NUMBER]. We would appreciate your feedback by [DATE] to avoid any unnecessary delays.

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

Yours truly,

[LEGAL NAME OF YOUR PARTY]

By: …………………………..

Name: [NAME]

Title: [TITLE]