[Company Name]

[Company Address]

[City, State, ZIP Code]

**Subject: Request for Clarification on Partnership Terms**

Dear [Partner’s Name],

We hope this message finds you well. As we continue to collaborate under the terms of our [PARTNERSHIP AGREEMENT NAME], dated [AGREEMENT DATE], we would appreciate your clarification on certain aspects of the agreement to ensure mutual understanding and alignment.

**Specific Areas Requiring Clarification**:

1. [Section/Term in Question]: [*Briefly describe the clause or term, e.g., “Revenue-sharing formula as outlined in Section 5.2.”*]

* Question: [*State your query, e.g., “Could you confirm how expenses are calculated before revenue is split?”*]

2. [Section/Term in Question]: [*Briefly describe the clause or term, e.g., “Obligations for marketing support in Section 7.1.”]*

* Question: [*State your query, e.g., “What is the expected timeline for submitting marketing materials for approval?*”]

3. [Additional Sections/Terms]: [*Add as necessary.*]

Providing clarity on these points will help us ensure smooth execution of our partnership obligations and avoid any misunderstandings.

Please feel free to reach out to [Name, Title] at [Email Address/Phone Number] if a discussion would be more convenient. We look forward to your response at your earliest convenience, preferably by [SPECIFIC DATE].

Thank you for your attention to this matter and your continued partnership.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE]

[COMPANY NAME]