[COMPANY NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

[RECIPIENT’S NAME]

[SUPPLIER’S / VENDOR’S NAME]

[SUPPLIER’S / VENDOR’S ADDRESS]

[CITY, STATE, ZIP CODE]

**Subject: Request for Clarification on Terms of Delivery**

Dear [Recipient’s Name/To Whom It May Concern],

We hope this message finds you well. We are writing to seek clarification regarding the terms of delivery outlined in [*specific document or agreement, e.g., “our purchase order dated [DATE]”] for [product/service name*].

**Specific Areas of Clarification**:

To ensure smooth and timely execution, we kindly request clarification on the following points:

1. **Delivery Schedule**: Please confirm the expected delivery date(s) for the items outlined in the agreement.
2. **Delivery Location**: Kindly verify the delivery address as listed in the agreement: [Delivery Address].
3. **Shipping Method**: Could you confirm the shipping method and whether tracking details will be provided?
4. **Special Instructions**: Are there any specific requirements or procedures for the delivery we need to be aware of?

We appreciate your prompt response to these questions to avoid any potential delays or misunderstandings. If you require additional information from our end to address these inquiries, please do not hesitate to reach out.

Please direct your response to [Name, Title] at [Email Address/Phone Number].

Thank you for your attention to this matter, and we look forward to your reply.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]

[COMPANY NAME]