[COMPANY NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

[RECIPIENT’S NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

**Subject: Request for Royalty Payment Clarification under Licensing Agreement**

Dear [RECIPIENT’S NAME],

I am writing on behalf of [NAME/ORGANIZATION] regarding the royalty payments under the licensing agreement dated [AGREEMENT DATE] (the “**Agreement**”). After reviewing the payment records and associated documentation, we have identified discrepancies that require clarification.

**Details of Concern**

* **Period of Concern**: [*Specify time frame, e.g., Q3 2024 or January 2025*]
* **Amount in Question**: [*State the amount in dispute, if known*]
* **Specific Issues**: [*E.g., “Payment calculation does not align with the agreed-upon royalty structure outlined in section [NUMBER] of the Agreement.”*]

**Request for Clarification**

To address these discrepancies, we kindly request the following:

1. A detailed breakdown of the royalty payment calculations for the period in question.
2. Supporting documentation, including sales reports, revenue statements, or any other relevant information used to determine the royalties paid.
3. Clarification on any adjustments, offsets, or deductions applied to the payments.

**Next Steps**

Please provide the requested information no later than [*specific date, e.g., 14 days from receipt of this letter*]. If further discussion is required, we are happy to arrange a meeting or call at your earliest convenience.

Should you have any questions or require additional context, please direct your response to [NAME], [TITLE], at [EMAIL ADDRESS/PHONE NUMBER].

We value our partnership and look forward to resolving this matter promptly.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]

[COMPANY NAME]