

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Date]

[Recipient Name]
[Recipient Title/Department]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Subject: Request for Clarification Regarding [Contract Name/Reference Number]

Dear [Recipient Name],

I am writing to you regarding the [Name of Agreement/Contract] and the associated disclosure documents provided to me on [Date].

Before proceeding with the execution of this agreement, I would like to ensure a complete and accurate understanding of the terms and legal obligations contained within. Specifically, I am requesting clarification on the following sections:

- **[Section Name/Number]:** [Insert specific question or part you find unclear]
- **[Section Name/Number]:** [Insert specific question or part you find unclear]
- **Disclosure Statement:** [Insert question regarding specific financial or legal disclosures]

Furthermore, I would appreciate it if you could confirm the following details:

- The exact duration and expiration date of the contract.
- The specific penalties or consequences associated with a breach of contract.
- The process and requirements for terminating this agreement.

I intend to review these points thoroughly. If necessary, I will also be consulting with legal counsel to ensure my interests are protected. Please provide the requested information in writing so that I may keep it for my records.

Thank you for your time and assistance in helping me understand these documents.

Sincerely,

[Your Signature]

[Your Printed Name]