

## Sample Inquiry Letter with Follow-Up Request to Clarify Terms and Conditions

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Your Address]  
[City, State ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Position]  
[Recipient Company/Organization]  
[Recipient Address]  
[City, State ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. Thank you for providing the initial information regarding the terms and conditions for [specify the agreement, contract, or service]. I appreciate your prompt response and the details shared thus far.

Upon reviewing the terms and conditions, I have a few questions and would appreciate further clarification on the following points:

- [Point or Clause #1]: [Specify your question or request for clarification]
- [Point or Clause #2]: [Specify your question or request for clarification]
- [Point or Clause #3]: [Specify your question or request for clarification]

I kindly request your guidance regarding these aspects to help ensure we share a mutual understanding before proceeding further. If possible, I would appreciate receiving a revised draft of the terms reflecting any clarifications or amendments.

Should you need any additional information from my side, please let me know. I look forward to your prompt response so that we may move forward efficiently and with full clarity.

Thank you for your attention and cooperation.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company/Organization]