

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]