

[Your Name]
[Your Title]
[Your Company Name]
[Your Address]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Address]

Subject: Request for Clarification Regarding Proposed Modifications to Terms of Business

Dear [Recipient Name],

Thank you for providing the notice dated [Date of Notice] regarding the proposed modifications to our existing Terms of Business.

Upon reviewing the updated document, we require further clarification on the following points before we can proceed with a formal acceptance:

- **[Point 1]:** [Insert specific clause or section number] - Please clarify the intent of this change and how it affects [specific operational area].
- **[Point 2]:** [Insert specific clause or section number] - We would like a more detailed explanation regarding the implications of the new fee structure/liability limits.
- **[Point 3]:** [Insert specific clause or section number] - Could you please provide an example of how this term would be applied in practice?

Our goal is to ensure that both parties have a mutual understanding of these adjustments to maintain a productive working relationship. We would appreciate it if you could provide a written response or schedule a brief call to discuss these items by [Date].

Thank you for your time and cooperation.

Sincerely,

[Your Signature]
[Your Printed Name]