

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

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

Dear [Recipient's Name],

Subject: Request for Clarification

I hope this message finds you well. I am writing to request clarification regarding [specific topic or issue] as I seek to ensure that I fully understand the details involved.

[Briefly explain the situation and the specific areas where clarification is needed.]

I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position/Title, if applicable]  
[Your Company/Organization, if applicable]