

[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: Clarification of Positions

I hope this letter finds you well. I am writing to clarify my position regarding [specific issue or topic] following [mention any relevant event or discussion].

[Paragraph 1: Clearly state your position or viewpoint on the matter.]

[Paragraph 2: Provide supporting details or rationale for your position. Include any evidence or examples if applicable.]

[Paragraph 3: Address any potential counterarguments or misunderstandings that may exist.]

I appreciate your attention to this matter and hope this clarification helps in understanding my stance. Please feel free to reach out if you require any further information or discussion regarding this issue.

Thank you for your time.

Sincerely,

[Your Name]

[Your Position, if applicable]