

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

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

Dear [Recipient's Name],

Subject: Clarification Regarding [Specific Topic or Issue]

I hope this letter finds you well. I am writing to seek clarification on [specific topic or issue] related to [briefly explain the context or reason].

[Provide any necessary details, background information, or questions you have about the topic. Use clear and concise language.]

I would appreciate your guidance on this matter and any information you can provide. If necessary, I would be happy to discuss this further over the phone or in person at your convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Organization, if applicable]