

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Department/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to seek clarification regarding my application for [specific application name or reference number] submitted on [submission date].

After reviewing the guidelines and requirements, I would like to request additional information about [specific area of clarification needed]. I want to ensure that I fully understand the expectations and criteria involved in the review process.

If possible, could you please provide insight into [specific questions or concerns]? I appreciate your assistance and look forward to your timely response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title, if applicable]
[Your Organization, if applicable]