

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

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

Dear [Recipient Name],

Subject: Clarification of Effective Date

I hope this message finds you well. I am writing to seek clarification regarding the effective date of [specific contract, policy, or agreement] that was discussed on [mention date of discussion].

According to our previous correspondence, the understanding was that the effective date would be [insert date]. However, I would like to confirm this information to ensure that both parties are in agreement and to avoid any potential misunderstandings.

If there have been any changes or updates to the effective date, I would appreciate it if you could provide those details at your earliest convenience.

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

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company/Organization Name]