

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to clarify the effective date of [specific event or agreement], which we discussed on [date of discussion].

As per our conversation, it was my understanding that the effective date would be [initial date mentioned]. However, I would like to confirm if this date is accurate or if there have been any changes.

Your clarification on this matter would be greatly appreciated, as it will help us ensure smooth operations moving forward.

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

Best regards,

[Your Name]  
[Your Job Title]  
[Your Company Name]