

[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: Request for Policy Clarification

I hope this letter finds you well. I am writing to seek clarification regarding [specific policy or issue] as outlined in [specific document or communication].

[Provide a brief explanation of the issue, including any relevant details, dates, and prior communications regarding this matter.]

For your reference, I have attached [mention any documents if applicable, e.g., the policy document, previous correspondence] that pertain to my inquiry.

I would greatly appreciate your guidance on the following questions:

1. [Question 1]
2. [Question 2]
3. [Question 3]

Your prompt response to my concerns would be highly appreciated. Should you require any further information, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position, if applicable]