

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

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

Dear [Recipient Name],

Subject: Clarification Regarding Hertz Rate

I hope this letter finds you well. I am writing to seek clarification regarding the Hertz rate associated with [specific service or agreement, if applicable].

[Explain the situation briefly, detailing any specific rates, agreements, or documents in question. Include any previous communications or understandings related to the matter.]

To ensure transparency and mutual understanding, I would appreciate it if you could provide clarification on the following points:

1. [Point 1]
2. [Point 2]
3. [Point 3]

Thank you for your attention to this matter. I look forward to your prompt response so we can resolve this issue swiftly.

Warm regards,

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