

[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]

Subject: Clarification Regarding HZD

Dear [Recipient Name],

I hope this message finds you well. I am writing to seek clarification regarding the HZD document/procedure dated [insert date or reference number].

Specifically, I would like to understand the following points:

1. [Point 1 - Clearly state the first issue for clarification]
2. [Point 2 - Clearly state the second issue for clarification]
3. [Point 3 - Clearly state any additional issues, if applicable]

I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention.

Sincerely,

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