

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding [specific policy or issue] at [Company/Organization Name].

As a [briefly state your position or relation to the organization], I would like to better understand [specific details or questions about the policy]. I believe that having this information will help me [explain the purpose or reason for your request].

Could you please provide further insight into [specific questions or areas where you need clarification]? Any guidance you can offer would be greatly appreciated.

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

Sincerely,

[Your Name]  
[Your Job Title, if applicable]