

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

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

Dear [Recipient Name],

Subject: Clarification Regarding JGB

I hope this letter finds you well. I am writing to seek clarification regarding the recent updates and policies concerning the JGB.

[Explain your specific questions or concerns about the JGB, including any relevant details or previous correspondence.]

I appreciate your assistance in providing clarity on this matter. Thank you for your attention to this request, and I look forward to your response.

Sincerely,

[Your Name]

[Your Job Title, if applicable]

[Your Company/Organization Name, if applicable]