

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

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

Dear [Recipient's Name],

Subject: Request for Clarification on JTPS

I hope this message finds you well. I am writing to request clarification regarding the Joint Training and Placement Services (JTPS) program. Specifically, I would like to understand [insert specific questions or areas of confusion].

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

Sincerely,

[Your Name]

[Your Title/Position, if applicable]