

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

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request clarification regarding the JTA (Job Task Analysis) policy as it pertains to [specific aspect or situation].

I appreciate the guidelines provided in the policy, but I seek further insight into [specific questions or concerns]. Understanding this will help ensure compliance and align our practices accordingly.

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

Sincerely,

[Your Name]
[Your Position]