

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

[Recipient's Name]
[Recipient's Title]

KBR, Inc.

[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Letter of Clarification

I hope this message finds you well.

I am writing to provide clarification regarding [specific subject or issue]. It has come to my attention that there may be some misunderstandings that I would like to address to ensure clear communication and expectations moving forward.

[Paragraph 1: Briefly explain the specific issue or misunderstanding.]

[Paragraph 2: Provide additional details or context that clarifies the situation.]

[Paragraph 3: State any actions taken or proposed solutions to rectify the misunderstanding.]

I appreciate your attention to this matter and hope that this letter provides the necessary clarity. If you have any further questions or need additional information, please feel free to contact me directly at [your phone number or email address].

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]
[Your Department]