

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

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

Dear [Recipient's Name],

Subject: Request for Clarification

I hope this message finds you well. I am writing to seek clarification regarding [specific issue, topic, or situation].

[Briefly explain the context or background related to the issue].

I would appreciate it if you could provide further details on [specific questions or points that require clarification].

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

Best regards,

[Your Name]

[Your Job Title/Position, if applicable]

[Your Company/Organization Name, if applicable]