

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company 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 or topic] that was discussed in [context or meeting details].

[Provide a brief explanation of the issue and why clarification is needed. Include any specific questions you have.]

I appreciate your attention to this matter, and I look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]