

[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: Inquiry for Management Clarification

I hope this message finds you well. I am writing to seek clarification regarding [specific issue or topic], as I believe further information is necessary to ensure proper understanding and execution of our responsibilities.

[Describe the issue or topic you need clarification on, providing any relevant details or background information.]

Your guidance on this matter would be greatly appreciated, as it will help [explain why clarification is important, e.g., improve workflow, enhance communication, etc.].

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

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Department]