

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

Dear [Recipient Name],

Subject: Request for Clarification on Purchase Order [PO Number]

I hope this message finds you well. I am writing to request clarification regarding Purchase Order [PO Number], which was issued on [Date of PO].

We have reviewed the details of the order and would like to seek clarification on the following points:

1. [Specify the first point of clarification needed]
2. [Specify the second point of clarification needed]
3. [Add any additional clarifications needed]

Understanding these details is crucial for us to proceed accordingly and ensure a smooth transaction. I appreciate your assistance in providing the necessary information.

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

Best regards,

[Your Name]  
[Your Position]  
[Your Company]