

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

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

Dear [Recipient Name],

Subject: Request for Clarification on [Specific Subject/Issue]

I hope this message finds you well. I am writing to formally request clarification regarding [specific subject or issue], as I believe it is essential to ensure mutual understanding and alignment.

[Briefly explain the context of your inquiry, including any relevant details or background information. Clearly state the specific points that require clarification.]

I appreciate your attention to this matter and look forward to your prompt response. Should you need any further information from my side, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title, if applicable]
[Your Company/Organization, if applicable]