

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: [Subject of the Question]

I hope this letter finds you well. I am writing to seek clarification regarding [specific question or topic].

1. **Question 1:** [State your first question or inquiry]
- **Answer:** [Provide space or notes to include the response]
2. **Question 2:** [State your second question or inquiry]
- **Answer:** [Provide space or notes to include the response]
3. **Question 3:** [State your third question or inquiry]
- **Answer:** [Provide space or notes to include the response]

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

Sincerely,

[Your Name]

[Your Contact Information]