

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

[Recipient's Name]
[Recipient's Position]
[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 topic or issue].

[Provide a brief background of the situation or issue you need clarification on.]

I would appreciate your insights on the following matters:

1. [First point of clarification]
2. [Second point of clarification]
3. [Additional points if necessary]

Your assistance in this matter would be greatly appreciated, as it will help me [briefly explain the purpose or importance of the clarification].

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

Sincerely,

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