

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company/Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding [specific information or topic] that was mentioned in [reference specific document, meeting, or situation].

[Briefly explain the context of the information you need clarification on and why it is important.]

I would greatly appreciate your assistance in providing further details or any additional documentation that may help clear up my doubts.

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

Sincerely,  
[Your Name]