

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Clarification on RFP [RFP Number/Title]

We hope this message finds you well. We are writing to seek clarification regarding the Request for Proposal (RFP) [RFP Number/Title] submitted on [submission date].

After reviewing the proposal documents, we have identified a few areas where additional information would be beneficial to ensure a comprehensive response. Specifically, we would like clarification on the following points:

1. [Specific question or area needing clarification]
2. [Specific question or area needing clarification]
3. [Specific question or area needing clarification]

We appreciate your assistance in this matter and look forward to your prompt response. Please do not hesitate to contact us if you need any further information from our side.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]