

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

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

Dear [Recipient's Name],

Subject: Clarification on VQA Submission

I hope this message finds you well. I am writing to seek clarification regarding the VQA submission requirements for [specific project or topic]. I would appreciate it if you could provide further details on the following points:

1. [Specific question or issue #1]
2. [Specific question or issue #2]
3. [Specific question or issue #3]

Understanding these aspects will greatly assist us in ensuring compliance and improving the quality of our submission. Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]
[Your Title]
[Your Company/Organization]
[Your Phone Number]