

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

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

Dear [Recipient Name],

Subject: Letter of Clarification

I hope this message finds you well. I am writing to provide clarification regarding [specific topic or issue].

[Provide a brief description of the situation or misunderstanding. Explain clearly what needs to be clarified, including any relevant details or context.]

To further elaborate, [include additional specifics, referencing any documents, agreements, or previous communications if necessary].

I appreciate your attention to this matter and am happy to discuss it further if needed. Please feel free to reach out to me at your convenience.

Thank you for your understanding.

Sincerely,

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