

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

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

Dear [Recipient Name],

Subject: Request for Policy Clarification

I hope this letter finds you well. I am writing to seek clarification regarding [specific policy or issue] as outlined in [refer to the relevant document, policy number, or date].

[Briefly explain the context of your request and any relevant details that lead to your need for clarification.]

I would appreciate your insights on the following points:

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

Your guidance on this matter would be extremely helpful in ensuring that I adhere to the policies correctly. Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

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