

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

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

Dear [Recipient's Name],

Subject: Request for Clarification on WPS

I hope this message finds you well. I am writing to seek clarification regarding [specific details or issues related to the WPS].

[Provide a brief explanation of the context and any specific questions or points of confusion you have regarding the WPS.]

I would greatly appreciate your assistance in addressing these concerns at your earliest convenience. Thank you for your attention to this matter.

Sincerely,  
[Your Name]