

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I hope this letter finds you well.

I am writing to seek clarification regarding the [specific job title/position] I have applied for at [Company's Name]. After reviewing the information provided during the application process, I would appreciate further details concerning [specific aspects you need clarification on, e.g., job responsibilities, salary, benefits, work schedule].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]