

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position/Title]
[Agency/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Clarification Regarding XJail

I hope this message finds you well. I am writing to seek clarification on certain aspects of the XJail program/policy that have come to my attention.

Specifically, I would like to understand [insert specific issue or question]. This information will be crucial for [state the reason why this clarification is important for you or your organization].

I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

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