

[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]

Subject: Clarification Regarding ZVAC License

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request clarification regarding my ZVAC license, numbered [License Number], which was issued on [Issuance Date].

[Briefly explain the reasons for the clarification request, such as specific terms, validity, conditions, or compliance issues.]

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position (if applicable)]

[Your Organization (if applicable)]