

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

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

Dear [Recipient's Name],

Subject: Letter of Clarification for NNPI

I hope this message finds you well. I am writing to provide clarification regarding the Non-Disclosure Agreement (NNPI) as it pertains to [specific subject or project].

[Include a brief background or context about the NNPI and the specific area needing clarification.]

To address the key points:

1. [Clarification Point 1]
2. [Clarification Point 2]
3. [Clarification Point 3]

If you have any further questions or require additional information, please do not hesitate to reach out. I appreciate your attention to this matter and look forward to your response.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]