

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

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

Subject: Request for Policy Clarification

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to seek clarification regarding [specific policy or issue] as it relates to [specific context or situation].

[Provide a brief background on the situation and why clarification is needed.]

I would appreciate your guidance on the following points:

1. [First question or point for clarification]
2. [Second question or point for clarification]
3. [Additional questions if necessary]

Thank you for your attention to this matter. I look forward to your prompt response to help clarify these important issues.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title (if applicable)]
[Your Company/Organization (if applicable)]