

Clarification Letter for Data Collection

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to clarify some important aspects regarding the data collection process associated with [specific project or study name] that we discussed on [date of discussion].

It is crucial that we ensure all data is collected accurately and in accordance with relevant guidelines. Please find below the points that require clarification:

- [Clarification Point 1]
- [Clarification Point 2]
- [Clarification Point 3]

We appreciate your cooperation and commitment to maintaining the integrity of our data collection efforts. Please let me know if you have any further questions or need additional details.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Email Address]

[Your Phone Number]