

Clarification Letter

Date: [Insert Date]

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

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Clarification Regarding Your Inquiry

Thank you for your recent inquiry regarding [briefly specify the subject of the inquiry]. We appreciate your interest and value your engagement.

To clarify your concerns about [specific details], we would like to provide the following information:

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

If you have any further questions or require additional clarification, please feel free to reach out to us at [your contact information]. We are here to assist you.

Thank you for your attention to this matter. We look forward to your response.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]