

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Clarification Needed for Job Title Responsibilities

Dear [Manager's Name],

I hope this message finds you well. I am writing to seek clarification regarding the responsibilities associated with my current job title of [Your Job Title]. I believe that having a clear understanding of my role will enable me to perform my duties more effectively and align my efforts with the team's goals.

Specifically, I would appreciate your guidance on the following points:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

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

Sincerely,

[Your Name]