

Clarification Request Regarding Member Survey Feedback

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Organization's Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding the feedback received from the recent member survey conducted on [insert survey date]. We value the insights provided by our members and want to ensure we fully understand their perspectives.

Specifically, we would appreciate further elaboration on the following points:

- [Point 1 requiring clarification]
- [Point 2 requiring clarification]
- [Point 3 requiring clarification]

Obtaining these clarifications will allow us to better address the members' concerns and implement necessary improvements. We aim to enhance their experience and appreciate any additional information you can provide.

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

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]