

# Request for Clarification on Social Work Services

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

[City, State, Zip]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding the social work services provided by your organization. Specifically, I would like to understand [specific aspects or questions you have about the services].

Understanding these details will greatly assist me in making informed decisions regarding [reason for your inquiry, e.g., assessment of needs, eligibility, etc.].

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

Sincerely,

[Your Name]