

Job Offer Clarification Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip]

Dear [Employer's Name],

I hope this message finds you well. I am writing to express my gratitude for the job offer for the [Job Title] position at [Company Name]. I am excited about the opportunity to join your team.

Before I proceed with my decision, I would like to request some clarification regarding a few aspects of the offer, specifically:

- [Specific Clarification 1]
- [Specific Clarification 2]
- [Specific Clarification 3]

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]