

Letter of Clarification Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to seek clarification regarding the job opportunity for the [Job Title] position that was recently posted on [where you found the job listing]. I am very interested in this role and wish to gather more information to better understand the qualifications and expectations associated with it.

Specifically, I would like to know [insert specific questions regarding the job, such as responsibilities, requirements, application process, etc.]. This information will be invaluable in guiding my application and ensuring my skills align with what you are seeking.

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

Sincerely,

[Your Name]