

To: [Recipient's Name]

From: [Your Name]

Date: [Date]

Subject: Request for Clarification on Internal Policy

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding our internal policy related to [specific policy or topic].

While reviewing the policy, I encountered some aspects that seem unclear:

- [Point 1]
- [Point 2]
- [Point 3]

Could you please provide further details or direct me to the appropriate resources for a better understanding? Your assistance in this matter would be greatly appreciated.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]