

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to seek clarification regarding the requirements for the [Project Name]. To ensure that we are aligned and to facilitate a smooth progress, I would appreciate your insights on the following specific areas:

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

Please let me know a convenient time for us to discuss these points further. Thank you for your attention to this matter, and I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]