

Request for Clarification

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Subject: Clarification Request for RFP #[Insert RFP Number]

Dear [Recipient's Name],

We are in the process of reviewing your Request for Proposal (RFP) titled "[Insert RFP Title]". In order to ensure that we fully understand the requirements and objectives stated in the RFP, we would like to request clarification on the following points:

1. [Clarification Point #1]
2. [Clarification Point #2]
3. [Clarification Point #3]

We appreciate your attention to these matters and kindly request your responses by [Insert Deadline Date] to ensure we can incorporate the necessary adjustments into our proposal.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]