

# Request for Clarification on Assessment Criteria

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request clarification on the assessment criteria for [specific course or project name] due to some uncertainties I have regarding [specific details of the criteria].

It would be greatly appreciated if you could provide further details on [specific aspects you need clarification on]. This would greatly assist me in understanding the expectations and preparing accordingly.

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

Best regards,

[Your Name]