

Request for Clarification on Educational Course Requirements

Date: [Insert Date]

To: [Instructor's Name]

[Institution Name]

[Department Name]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to seek clarification regarding the requirements for the [Course Name] that I am currently enrolled in. I would like to ensure that I fully understand the expectations and any prerequisites necessary for successful completion of the course.

Specifically, I would appreciate guidance on the following points:

- Detailed list of required materials and resources
- Clarification on submission deadlines for assignments
- Information about participation and attendance policies

Thank you for your time and assistance. I look forward to your response so that I can better prepare for the course.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]