

Letter of Demand for Clarification

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request clarification regarding specific aspects of the [Project Name or Description], which is currently ongoing. It has come to my attention that there are some ambiguities in the project's scope, timeline, and deliverables that need to be addressed to ensure its successful completion.

Specifically, I would like clarification on the following points:

- [Point 1: Description]
- [Point 2: Description]
- [Point 3: Description]

It is crucial that we have a clear understanding of these matters to maintain the integrity of the project and align our efforts effectively. I would greatly appreciate your prompt response to this request.

Thank you for your attention to this matter. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] to discuss further.

Sincerely,

[Your Name]
[Your Position]