[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clearer guidelines regarding the [specific project name or reference] that we are currently working on. As we progress, I have encountered some ambiguities that I believe could hinder our efficiency and overall success.

It would be immensely helpful if you could provide us with detailed instructions or clarification on the following points:

- [Specific point 1]
- [Specific point 2]
- [Specific point 3]

Thank you for considering my request. I look forward to your prompt response so we can ensure the project's success.

Best regards,

[Your Name]
[Your Job Title]
[Your Company/Organization Name]