[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Elaboration on Project Requirements

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request further clarification regarding the requirements for the [Project Name or Description] project. As we strive to ensure that our work aligns with the project's objectives, I believe that a more detailed understanding of the requirements would be beneficial.

Specifically, I would appreciate it if you could elaborate on the following points:

- Point 1
- Point 2
- Point 3

Thank you for considering my request. I am looking forward to your prompt response so that we can proceed accordingly.

Best regards,

[Your Name]

[Your Job Title]

[Your Company/Organization]