

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

[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to request clarification regarding some difficulties I have been experiencing in the workplace. Specifically, I have encountered challenges related to [briefly describe the specific issue, e.g., communication gaps, role expectations, etc.].

I believe that addressing these concerns will not only enhance my performance but also contribute positively to our team's overall productivity. I would greatly appreciate it if we could schedule a meeting to discuss this matter further.

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

Sincerely,

[Your Name]
[Your Job Title]
[Department/Team Name]