

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

Recipient's Name  
Company Name  
Company Address  
City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding my employment duties in my current role as [Your Job Title]. I want to ensure that I fully understand my responsibilities and expectations to perform my role effectively.

Specifically, I would appreciate it if you could provide more details about the following:

- Key responsibilities for my position
- Any specific projects or tasks that I should prioritize
- Reporting structure and key contacts I should be aware of

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

Sincerely,  
[Your Name]