

Letter of Clarification Regarding Policy Adjustment

Date: [Insert Date]

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to provide clarification regarding the recent adjustments made to our policy, specifically [briefly describe the policy adjustment].

To ensure transparency and understanding, I would like to highlight the key points of the adjustments:

- [Key point 1]
- [Key point 2]
- [Key point 3]

We believe that these adjustments are essential for [explain rationale behind adjustments]. Should you have any questions or require further clarification, please do not hesitate to reach out to me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]