

Request for Clarification

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding certain discrepancies that we have identified in the documents received on [date of receipt].

Specifically, we have noticed the following inconsistencies:

- [Discrepancy 1]
- [Discrepancy 2]
- [Discrepancy 3]

To ensure that we have the correct information and can proceed appropriately, could you please provide clarification on the above points? Your assistance in this matter would be greatly appreciated.

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

Sincerely,

[Your Name]