

# Request for Clarification

Date: [Insert Date]

To: [Insert Recipient's Name]  
[Insert Recipient's Title]  
[Insert Company Name]  
[Insert Company Address]  
[Insert City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to request clarification regarding the deficiency list provided by your team for the subcontractor performance on [Insert Project Name]. We appreciate your feedback and want to ensure that we fully understand the concerns raised.

Specifically, we would like to clarify the following items on the deficiency list:

- [Insert Item 1 and request specific information]
- [Insert Item 2 and request specific information]
- [Insert Item 3 and request specific information]

Your prompt response would greatly assist us in addressing these issues effectively and ensuring compliance with project standards. If necessary, we are open to scheduling a meeting to discuss these matters in more detail.

Thank you for your attention to this request. We look forward to your clarification.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Phone Number]  
[Your Email Address]