

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding the service hour policy within our organization as it pertains to [specific issue or concern, e.g., "the recent changes discussed in the staff meeting"].

As I strive to ensure compliance with our guidelines and maintain productivity within my team, I would appreciate it if you could provide detailed information on the following points:

- [Specific question or point of clarification 1]
- [Specific question or point of clarification 2]
- [Specific question or point of clarification 3]

Thank you for your attention to this matter. I look forward to your prompt response so that I can address any concerns and align our efforts with the established policies.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]