

Service Inquiry Clarification Letter

Date: **[Insert Date]**

To,

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding the services offered by [Company Name]. I recently reached out with some inquiries, and I would appreciate further details for a comprehensive understanding.

Specifically, I would like clarification on the following points:

- [Point 1]
- [Point 2]
- [Point 3]

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

Sincerely,

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