

Request for Clarification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Social Service Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request clarification regarding [specific inquiry or issue] that was discussed in our previous correspondence dated [insert date of previous correspondence].

While I appreciate the information provided, I would like further details on [specific points you need clarification on]. Understanding these aspects in greater depth would greatly assist me in [explain why you need the clarification].

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

Sincerely,

[Your Name]