

# Letter of Clarification

Date: [Insert Date]

[Your Name]

[Your Position]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Position]

[Recipient's Agency Name]

[Recipient's Agency Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Clarifications on Social Service Agency Standards

I hope this letter finds you well. I am writing to request clarifications regarding certain aspects of the social service agency standards as outlined in [specific document or regulation name].

Specifically, I would like to understand the following:

1. [Clarification Question 1]
2. [Clarification Question 2]
3. [Clarification Question 3]

Your expertise on these matters would greatly assist us in ensuring compliance and enhancing our service delivery standards.

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

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Contact Information]