

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification on the edited notes from our recent meeting held on [Date]. While I appreciate the updates made, I have some questions regarding certain sections that seem unclear.

Specifically, I would like to understand [mention specific sections or points that need clarification]. Your insights would be invaluable in ensuring that we are all on the same page as we move forward.

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

Best regards,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]