

# Request for Clarification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Organization's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding the submission guidelines for [specific project, paper, or application name] as outlined in your recent communication.

While I appreciate the information provided, I would like to request further details on the following points:

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

Understanding these aspects will greatly assist me in ensuring that my submission meets all necessary requirements.

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

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]