

Application for Clarification of Business Proposal

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request clarification regarding certain aspects of the business proposal submitted on [insert submission date]. Specifically, I would like further details on [insert specific points or sections requiring clarification].

Understanding these elements will greatly assist in evaluating the proposal effectively and ensuring that all parties are aligned on expectations and deliverables.

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]