

Letter of Recovery Plan Clarification

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to seek clarification regarding the recovery plan we discussed on [insert date of discussion]. As we move forward, it is essential for us to have a clear understanding of the steps involved and the roles assigned to each party.

Specifically, I would like to clarify the following points:

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

Understanding these aspects will greatly assist in ensuring a smooth and efficient recovery process. I appreciate your attention to these matters and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]