

Clarification Request for Employment Role

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to seek clarification regarding the [specific role] for which I have recently applied at [Company Name]. I am very enthusiastic about the opportunity to contribute to your team and would appreciate your assistance in understanding a few aspects of the position.

Specifically, I would like to clarify:

- [Specific question 1]
- [Specific question 2]
- [Specific question 3]

Sincerely,

[Your Name]