

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding certain documentation related to my application for the [Job Title] position at [Company's Name], which I submitted on [Submission Date].

Specifically, I would appreciate further information on [describe the specific documentation or detail you need clarification on]. This will help me ensure that my application is complete and meets your expectations.

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

Best regards,

[Your Name]