

# Request for Clarification on Submission Requirements

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding the submission requirements for [specific document or project name] that was communicated on [date of original communication].

While reviewing the guidelines, I encountered some aspects that I found ambiguous, particularly [specify the specific section or requirement]. I want to ensure that my submission aligns with your expectations and meets all outlined criteria.

I would greatly appreciate it if you could provide further details or clarification on the following points:

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

Thank you for your attention to this matter. I look forward to your prompt response so that I can proceed accordingly.

Sincerely,

[Your Name]