

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I hope this message finds you well. I am writing to seek clarification regarding my current job role and responsibilities. As I have been working on various projects, I want to ensure that I fully understand the expectations and any specific tasks associated with my position.

Could we schedule a meeting to discuss this further? I believe this will help in aligning my work with the company's objectives effectively.

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

Sincerely,
[Your Name]