

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to seek clarification regarding my job responsibilities as [Your Job Title] at [Company's Name]. I want to ensure that I am aligning my efforts with the team's expectations and objectives.

While I appreciate the comprehensive nature of my role, I have encountered some areas where further clarification would enhance my ability to contribute effectively. Specifically, I would like to discuss [specific responsibilities or projects that need clarification].

Thank you for considering my request. I am eager to gain better insight into my responsibilities to optimize my work performance and support our team's goals.

Looking forward to your guidance.

Sincerely,

[Your Name]

[Your Job Title]