

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to formally request a review of the conditions outlined in the job offer for the [Job Title] position that I recently applied for at [Company's Name].

Before finalizing my decision, I would appreciate further clarification on the following points:

- [Condition 1]
- [Condition 2]
- [Condition 3]

Your clarification on these matters would greatly assist me in understanding the terms and making an informed decision regarding this opportunity.

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

Sincerely,

[Your Name]