

Feedback Response Clarification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Clarification on Feedback Provided

Dear [Recipient's Name],

Thank you for your recent feedback regarding [specific topic or project]. I appreciate the time you took to share your insights and suggestions.

In reviewing your comments, I would like to clarify the following points:

- **Point 1:** [Your clarification for point 1]
- **Point 2:** [Your clarification for point 2]
- **Point 3:** [Your clarification for point 3]

I hope this clarifies my perspective and helps in addressing your concerns. Your feedback is invaluable in improving our work.

If you have further questions or would like to discuss this in more detail, please feel free to reach out.

Thank you once again for your feedback.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]