

Letter of Clarification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Institution]

[Institution's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding the graduate assistantship offer I recently received for the [specific program/department] at [institution name]. I am truly grateful for this opportunity and eager to contribute to the team.

However, I would appreciate it if you could provide further details regarding the following:

- Specific responsibilities associated with the assistantship.
- The anticipated start date and duration of the position.
- Information on funding, including tuition waivers and stipend details.

Thank you for your attention to this matter. I look forward to your response and am excited about the possibility of joining your esteemed program.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]