

Request for Clarification on Job Functions

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding my job functions and responsibilities in my current role as [Your Job Title].

While I am committed to performing my duties to the best of my ability, I have encountered some uncertainties regarding [specific areas or responsibilities that need clarification]. To ensure that I align with the expectations of my role, I would greatly appreciate your guidance on the following points:

- [Specific point 1]
- [Specific point 2]
- [Specific point 3]

Thank you for your attention to this matter. I look forward to your feedback and any additional insights you may have.

Best regards,
[Your Name]
[Your Job Title]
[Your Contact Information]