

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Recipient Name  
Recipient Title  
Company Name  
Company Address  
City, State, Zip Code

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about [specific subject or issue] that requires clarification. I appreciate the information you have provided so far; however, I have some questions that I believe require further explanation.

Specifically, I would like to understand [mention the particular aspects that need clarification]. This information will be invaluable in helping me [explain why you need the clarification].

Thank you for your assistance. I look forward to your prompt response.

Sincerely,  
[Your Name]