

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding certain details in the inspection report dated [Inspection Date] for [Property/Project Name]. Specifically, I have questions regarding [specific sections or points you need clarification on].

Understanding these details will greatly assist me in [explain why the clarification is important, if necessary]. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,  
[Your Name]