

# Letter of Clarification

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

[Date]

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

Dear [Recipient's Name],

Subject: Clarification Regarding Legal Inquiry

I am writing to provide clarification on [specific legal inquiry or case reference] that was discussed on [date of previous communication]. It has come to my attention that there may be some confusion regarding [specific aspects needing clarification].

To clarify:

- [Point 1 - Detailed explanation]
- [Point 2 - Detailed explanation]
- [Point 3 - Detailed explanation]

Please feel free to reach out if you require any further information or have additional questions regarding this matter. I appreciate your attention to this issue.

Thank you for your understanding.

Sincerely,  
[Your Name]  
[Your Title/Position, if applicable]