

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing in response to your recent communication dated [insert date of the original letter] regarding [briefly describe the subject of the clarification].

To clarify, [provide the necessary details that clarify the points in question, including any legal references or pertinent facts].

It is important to [explain any legal implications, if applicable, and state your position clearly].

Should you need further clarification or wish to discuss this matter in more detail, please do not hesitate to contact me at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title (if applicable)]

[Your Company Name (if applicable)]