

Letter of Clarification

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Organization: [Recipient's Organization]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to clarify certain aspects of our collective bargaining agreement dated [Insert Date of Agreement]. The following points have been identified as requiring further explanation:

1. **Article/Section Title:** [Insert Details]
2. **Article/Section Title:** [Insert Details]
3. **Article/Section Title:** [Insert Details]

We believe that clarifying these sections will enhance our mutual understanding and facilitate smoother cooperation between both parties. We welcome any comments or questions you may have regarding these points.

Thank you for your attention to this matter. We look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

Address: [Your Address]

Email: [Your Email]

Phone: [Your Phone Number]