

Clarification Request for Capital Investment Tax Credit Application

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Agency/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to request clarification regarding our Capital Investment Tax Credit application submitted on [Insert Submission Date]. We have recently received communication indicating that further details are required to proceed with our application.

Specifically, we would like clarification on the following points:

- [Clarification Point 1]
- [Clarification Point 2]
- [Clarification Point 3]

We appreciate your assistance in this matter and are eager to provide any additional information requested. Please let us know a convenient time for a discussion, or feel free to respond to this letter via email or phone.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]