

Application for Clarification on Benefits Policy

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request clarification regarding the benefits policy as outlined in my employment contract.

Specifically, I would like to understand more about [mention specific benefits or policies]. I believe that having a clearer understanding of these aspects will help me make more informed decisions regarding my employment.

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]