

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Subject: Clarification of Lingering Concern

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address a concern that has been on my mind regarding [specific issue]. It's important for me to clarify this matter to ensure we are on the same page.

Despite our previous discussions, I feel that there are still some unresolved aspects that need attention. Specifically, I would like to understand [specific clarification needed].

Thank you for your attention to this matter. I appreciate your assistance in clarifying these points and look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]