

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],

I hope this message finds you well. I am writing to clarify certain aspects of our out-of-area service provision that may require further explanation.

As per our previous discussions and correspondence, the services provided outside the designated area are governed by specific protocols. The main points to address are:

- **Service Coverage:** [Insert details about the geographical coverage of services]
- **Eligibility Criteria:** [Insert criteria for service eligibility outside the area]
- **Provision Process:** [Insert process and steps for obtaining services]
- **Contact Information:** [Insert relevant contacts for further assistance]

We want to ensure that you have all the necessary information to navigate our services seamlessly. Please do not hesitate to reach out if you have any further questions or need additional clarifications.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]