

Subject: Request for Clarification on Assessment Guidelines

Date: [Insert Date]

To [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding the assessment guidelines provided for [specific course or subject].

While reviewing the guidelines, I noted a few areas that require further explanation to ensure I meet the expectations for the upcoming assessment:

- [Specify Area 1 - e.g., criteria for grading]
- [Specify Area 2 - e.g., formatting requirements]
- [Specify Area 3 - e.g., submission deadlines]

Could you please provide additional details on these points? Your guidance would be greatly appreciated and will assist me in preparing effectively.

Thank you for your time and assistance.

Best regards,

[Your Name]

[Your Contact Information]

[Your Course/Program]