

# Letter of Clarification on Assessment Criteria

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding the assessment criteria for [specific assessment name or project]. It has come to my attention that certain aspects of the evaluation process are not entirely clear, and I would appreciate your guidance on the following points:

1. Clarification on the weightage assigned to each criterion.
2. Specific examples of what constitutes exemplary work versus satisfactory work.
3. Any additional resources that may assist in meeting the expectations set forth in the assessment.

Understanding these criteria will greatly aid in aligning my efforts with the expectations and ensuring a comprehensive submission. I appreciate your time and assistance in this matter.

Thank you, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Contact Information]