

Request for Clarification on Evaluation Criteria

Date: [Insert Date]

To: [Recipient Name]

Title: [Recipient Title]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request clarification regarding the evaluation criteria outlined in [specific document or RFP name]. After reviewing the criteria, I have some questions that I believe require clarification to better understand the expectations and ensure compliance.

The specific areas where I seek clarification are as follows:

- Criteria 1: [Brief description of the criteria and your question]
- Criteria 2: [Brief description of the criteria and your question]
- Criteria 3: [Brief description of the criteria and your question]

Thank you for your attention to this matter. I look forward to your prompt response, which will greatly assist in our preparation and submission.

Best regards,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]