

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request clarification regarding the selection criteria outlined for the [specific position or project name]. After reviewing the criteria, I have some questions that I believe will help me better align my application with your expectations.

Specifically, I would appreciate further details on the following points:

- [First point of clarification]
- [Second point of clarification]
- [Third point of clarification]

Thank you for your time and assistance. I look forward to your response, which will greatly aid me in [submitting my application/preparing for the project].

Warm regards,

[Your Name]