

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

## **Subject: Request for Clarification on Submission Guidelines**

Dear [Recipient Name],

I hope this message finds you well. I am writing to request clarification regarding the submission guidelines for [specific document/material, e.g., the research paper, application, etc.], as outlined on [where the guidelines are available, e.g., your website, etc.].

While reviewing the guidelines, I encountered the following points that I would appreciate further clarification on:

- [Point 1: Brief Description]
- [Point 2: Brief Description]
- [Point 3: Brief Description]

Understanding these points would greatly assist me in ensuring that my submission meets your expectations and requirements. I would be grateful if you could provide additional details or guidance on these matters.

Thank you very much for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Name]