

Clarification Request for Ethical Compliance

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request clarification on several aspects of our recent project that pertain to ethical compliance.

As we continue to ensure that our practices align with our ethical standards, I would appreciate your insights on the following points:

- [Point 1]
- [Point 2]
- [Point 3]

Your expertise in this matter is essential to maintaining our commitment to ethical integrity. I look forward to your prompt response.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]