

# Letter of Demand for Clarification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Request for Clarification on Ethical Responsibilities**

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request clarification regarding the ethical responsibilities associated with [specific context or project]. It has come to my attention that there may be ambiguities surrounding the ethical guidelines that govern our actions.

To ensure that we adhere to the highest ethical standards, I would appreciate your insights on the following points:

- [Specific question or area of concern]
- [Specific question or area of concern]
- [Specific question or area of concern]

Addressing these concerns is crucial for maintaining the integrity of our work and upholding the trust of our stakeholders. I kindly ask for your response by [specific date], so we can proceed accordingly.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]