

Request for Clarification on Ethics Policy

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding the ethics policy outlined in [specific document or section reference] at [Your Organization].

Recently, I encountered a situation involving [briefly describe the situation], and I would like to ensure that my actions align with our established ethics guidelines. Specifically, I seek clarification on [mention the aspects of the policy that need clarification].

Understanding these policies is essential for me to perform my duties in accordance with our ethical standards. I appreciate your attention to this matter and your guidance on how to proceed.

Thank you for your time. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]