

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization'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 acceptance statistics published in the recent [Report/Publication/Document Name] released on [Date]. As an interested party, I would like to better understand the metrics and methodologies used in compiling these statistics.

Specifically, I am seeking clarity on the following points:

- The criteria used for determining acceptance rates.
- The time frame of the data collected.
- Any factors that may have influenced the acceptance numbers.

Understanding these details will greatly aid in analyzing the findings presented. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position (if applicable)]

[Your Organization (if applicable)]