

Letter of Clarification

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Clarification Regarding Submission of Supplementary Data

I am writing to provide clarification regarding the supplementary data that we submitted on [insert submission date]. Upon review, we recognized the need for additional explanation to support the data provided.

The supplementary data includes [briefly describe the nature of the supplementary data]. We believe that this additional information will [explain the importance of the data and its impact].

If there are any questions or further clarifications needed, please do not hesitate to reach out. We appreciate your attention to this matter and look forward to your feedback.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]