

Letter of Clarification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Clarification on Author Loopholes Identification

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide clarification regarding the recent identification of potential loopholes associated with the authorship of our ongoing project.

It has come to my attention that there have been concerns related to the authorship criteria outlined in our initial agreement. In particular, the following points require further elucidation:

- Definition of significant contributions to the project.
- Criteria for author order and responsibility.
- Mechanisms for addressing disputes regarding authorship.

To address these issues effectively, I propose we hold a meeting to discuss and reach a consensus on the authorship criteria. This will help ensure that all contributors are fairly recognized for their efforts while maintaining the integrity of our work.

Please let me know your availability for a meeting in the upcoming days. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]