

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to seek clarification regarding the dual submission policy employed by [Institution/Organization Name]. I understand that the integrity of the submission process is paramount, and I would like to ensure that my understanding aligns with the expectations set forth by your institution.

Specifically, I would appreciate insights on the following points:

- The definitions and boundaries of dual submission as per your guidelines.
- The potential implications of violating the dual submission policy.
- Any relevant examples or documents that outline the policy more thoroughly.

Thank you for your time and assistance in this matter. I look forward to your prompt response, which will help me ensure compliance with your submission policies.

Sincerely,

[Your Name]