

Clarification on Assigned Tasks

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Clarification on Assigned Tasks

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding the tasks that were assigned to me during our last meeting on [insert date]. I want to ensure that I fully understand the expectations and requirements for each task.

Below are the tasks I have noted:

- Task 1: [Brief Description]
- Task 2: [Brief Description]
- Task 3: [Brief Description]

Could you please confirm whether my understanding is correct? Additionally, if there are any specific deadlines or criteria for completion, I would appreciate any further details you could provide.

Thank you for your assistance. I look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]