

Notice for Clarification on Responsibilities

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Clarification of Responsibilities

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding your responsibilities in relation to [specific project or task]. It has come to my attention that there may be some uncertainty around the roles and expectations involved.

To ensure that we are aligned and to facilitate a productive working environment, I would appreciate it if you could provide clarity on the following points:

- [Point 1]
- [Point 2]
- [Point 3]

Thank you for addressing this matter promptly. I look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]