

# Clarification Request Letter

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Position]

[Laboratory/Organization Name]

[Address]

Dear [Recipient's Name],

I am writing to request clarification regarding discrepancies observed in the lab report associated with [Specify Sample/Project Name or ID], dated [Insert Date of the Report].

Upon reviewing the report, I have noticed the following discrepancies:

- [Describe Discrepancy 1]
- [Describe Discrepancy 2]
- [Describe Discrepancy 3]

These inconsistencies have raised some questions, and I would appreciate your assistance in clarifying the following:

1. [Question 1]
2. [Question 2]
3. [Question 3]

Your expertise is invaluable, and resolving these discrepancies will help in ensuring accurate interpretations and conclusions. Please feel free to reach out to me at [Your Phone Number] or [Your Email Address] should you require further information.

Thank you in advance for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]