

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request clarification regarding [specific policy or issue]. It has come to my attention that [briefly explain the context or confusion surrounding the policy].

I would greatly appreciate it if you could provide further details on [specific aspects of the policy you need clarification on]. This information will assist me in [explain why clarification is important, e.g., making informed decisions, ensuring compliance, etc.].

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

Sincerely,

[Your Name]