

Clarification Request Letter

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding the documentation submitted for our renewable energy loan application dated [Insert Application Date]. We appreciate your assistance and would like to address some specific points to ensure that we are aligned with the requirements.

- Clarification on [specific document or requirement].
- Details regarding [another specific area].
- Confirmation of [any additional information needed].

Understanding these points will greatly assist us in moving forward with the application process. Please let us know if any additional information is required from our side.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Phone Number]

[Your Email Address]