

Letter of Clarification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Department/Agency Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification on [describe the specific issue or matter]. I believe that further information regarding this matter will assist me in [explain the purpose or reason for needing clarification].

Specifically, I would appreciate it if you could clarify the following:

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

Your expertise and guidance in this matter would be invaluable, and I sincerely appreciate your attention to this request. Thank you for your assistance, and I look forward to your prompt response.

Warm regards,

[Your Name]

[Your Title/Position]