

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss and clarify certain aspects of my role within [Company/Organization Name]. As we continue to collaborate on [specific project or task], I believe it is crucial for both of us to have a clear understanding of our responsibilities to ensure efficient and effective teamwork.

Specifically, I would like to address the following points:

- [Point 1: Describe the first area of clarification needed]
- [Point 2: Describe the second area of clarification needed]
- [Point 3: Describe any additional areas if necessary]

My goal is to enhance our collaboration and contribute to the success of our project. I would appreciate your input on these matters and any additional thoughts you might have. Perhaps we can schedule a meeting to discuss this further at your earliest convenience.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]