

# Letter of Clarification on Seminar Fees

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to clarify some questions regarding the seminar fees associated with the upcoming [Name of Seminar] scheduled for [Date of Seminar].

It has come to my attention that there are varying amounts discussed in previous communications. I would like to confirm the exact fees to ensure all participants are adequately informed.

According to my understanding, the fees are as follows:

- Early Registration Fee: \$[Amount]
- Standard Registration Fee: \$[Amount]
- Late Registration Fee: \$[Amount]

If there have been any changes or if my understanding is incorrect, please provide the updated information at your earliest convenience. It's essential for us to communicate the correct details to all attendees.

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

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization]