

Letter of Clarification on Unrequested Amendments

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Clarification on Unrequested Amendments

Dear [Recipient's Name],

I hope this message finds you well. I am writing to you regarding the recent amendments made to [specific document or project] that were not requested or discussed prior to implementation.

It has come to my attention that the following changes have been made:

- [Detail the first amendment]
- [Detail the second amendment]
- [Detail any additional amendments]

While I appreciate the initiative taken, these changes were not part of our agreed-upon plan, and I would like to clarify our original objectives and expectations. It is essential for all modifications to be discussed and approved to ensure alignment on our project goals.

I kindly request a meeting to discuss this matter further and ensure we are on the same page moving forward.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]