

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to formally request the details regarding the conditional job offer for the position of [Job Title] at [Company Name]. I am eager to review the specifics and any conditions that may be attached to the offer.

Could you please provide the following information?

- Start date and any required pre-employment screenings
- Salary and benefits information
- Any contingencies or conditions that need to be met
- Expected next steps in the process

Thank you for your assistance. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Email]

[Your Phone Number]