

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I hope this message finds you well. I would like to express my gratitude for the job offer for the position of [Job Title] at [Company Name]. After reviewing the offer letter, I have a few questions regarding some of the terms outlined.

Specifically, I would appreciate clarification on the following points:

- [Insert point of clarification 1]
- [Insert point of clarification 2]
- [Insert point of clarification 3]

Thank you for your attention to these matters. I am looking forward to your prompt response so I can make an informed decision.

Sincerely,

[Your Name]