

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding the recent offer for career advancement that I received on [Date of Offer]. I appreciate the opportunity and am eager to understand the specifics related to [specific aspect you need clarification on, e.g., job responsibilities, compensation, benefits, etc.].

Could you please provide further details on this matter? Additionally, if there are any documents or resources that I should review, I would greatly appreciate your guidance.

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

Sincerely,

[Your Name]