

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

Subject: Clarification on Academic Position Offer Details

Dear [Recipient Name],

I hope this message finds you well. I am writing to seek clarification on certain details regarding the recent offer for the [Position Title] at [Department Name]. I am genuinely excited about the opportunity and want to ensure I have a clear understanding of the terms before proceeding.

Specifically, I would appreciate clarification on the following aspects:

- Details of the compensation package, including salary, benefits, and any potential startup funding.
- Information about teaching responsibilities and expected course load.
- Clarification on research expectations and available resources.
- Understanding the timeline for the appointment and any associated contractual obligations.

Thank you for your assistance with these matters. I look forward to your prompt response and am eager to finalize the details of this exciting opportunity.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Current Institution]