

# Letter of Clarification for Dispute Claim

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to seek clarification on the dispute claim (Claim Number: [Claim Number]) that was submitted on [Date of Submission]. I appreciate your attention to this matter and wish to resolve any misunderstandings promptly.

The specific issue I would like to clarify involves [briefly describe the specific issue]. According to the correspondence received on [Date of Correspondence], it appears that [summarize the details that need clarification].

To facilitate a prompt resolution, I would appreciate your guidance on the following questions:

- [Question 1]
- [Question 2]
- [Question 3]

Thank you for your assistance in this matter. I look forward to your timely response.

Sincerely,

[Your Name]