

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

[Date]

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

Dear [Recipient's Name],

I am writing to request clarification regarding the legal time limits associated with [specific issue or case]. Given the importance of adhering to these deadlines, I would appreciate your guidance on the following points:

- What are the specific time limits applicable to [specific issue]?
- Are there any circumstances under which these limits may be extended?
- What are the consequences of missing these deadlines?

Your assistance in this matter is crucial, and I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]