

Letter of Clarification

Date: [Insert Date]

[Your Name]

[Your Position]

[Student Organization Name]

[University/College Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding the charter requirements for our student organization, [Organization Name]. We aim to ensure full compliance with university policies and procedures while fulfilling our mission.

Specifically, we would like to clarify the following points:

1. [Clarification Point 1]
2. [Clarification Point 2]
3. [Clarification Point 3]

We appreciate your guidance and support in this matter and look forward to your response. If needed, we would be more than happy to arrange a meeting to discuss this further.

Thank you for your attention and assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]