

Request for Clarification

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Government Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Clarification on [Specific Contract Name or Number]

I hope this message finds you well. I am writing to formally request clarification regarding the [specific details or sections] of the [specific contract name or number] that was issued on [issue date]. As we prepare our submission, we want to ensure that our proposal aligns accurately with the requirements outlined in the contract documentation.

Specifically, we seek clarification on the following points:

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

Your prompt response will greatly assist us in our preparation, ensuring that we meet all necessary criteria and maintain compliance with the expectations set forth by your agency.

Thank you for your attention to this matter. We look forward to your timely response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]