

Eligibility Clarification Request

Date: [Insert Date]

To: [Service Provider Name]

[Service Provider Address]

Dear [Service Provider Representative's Name],

We are writing to request clarification regarding your eligibility to provide [specific services] for [project or contract name]. It is important for us to ensure that all service providers meet the required standards and qualifications set forth in our request for proposals.

Specifically, we would like to confirm the following:

- [Clarification point 1]
- [Clarification point 2]
- [Clarification point 3]

We appreciate your prompt response to this matter as it will assist us in making informed decisions moving forward.

Thank you for your attention to this request. Should you have any questions, please feel free to contact us at [Your Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]